

# Dolton Public Library District

14037 Lincoln Avenue | Dolton, IL 60419 | 708.849.2385

## Application for Meeting Room Use

Complete this application and submit to the Business Office at least one week prior to the requested date.

ORGANIZATION NAME: \_\_\_\_\_

REQUESTOR'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ START TIME\*: \_\_\_\_\_ END TIME\* \_\_\_\_\_

ROOM REQUESTED \*\* JOSWAY ROOM ( ) \_\_\_\_\_ KOPAC ROOM ( ) \_\_\_\_\_ MEDIA TRAINING ROOM ( ) \_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_ GROUP ELIGIBILITY \*\*: TYPE I \_\_\_\_\_ TYPE II \_\_\_\_\_ TYPE III \_\_\_\_\_ TYPE IV \_\_\_\_\_

DO YOU REQUIRE A/V EQUIPMENT? NO \_\_\_\_\_ YES (INCLUDE REQUEST FOR *A/V EQUIPMENT USE FORM*) \_\_\_\_\_

\*Time requested must include set up and cleanup of rooms by the room users.

\*\*See full *Meeting & Study Room Policy* or *Request for A/V Equipment Use form* for complete meeting room or group descriptions and fees.

By signing this application, I understand my group is responsible for the following (please initial):

- |   |   |
|---|---|
| <input type="checkbox"/> We must clear the room <b>20 minutes before closing.</b>   | <input type="checkbox"/> Cancellations must be made 24 hrs. in advance  |
| <input type="checkbox"/> We are responsible for setting up the room and returning it to its original condition.                                     | <input type="checkbox"/> or fees will be forfeited.   |
| <input type="checkbox"/> We are responsible for providing any accommodations requested in accordance with the ADA.                                  | <input type="checkbox"/> If we arrive late, we cannot expect our reservation to be extended.                                |
| <input type="checkbox"/> Arrangements for use of A/V equipment must be made in advance, and we are responsible for operating it during our meeting. | <input type="checkbox"/> Arrival more than 15 minutes late constitutes a no-show. No-shows may lose meeting room privilege. |
| <input type="checkbox"/> Fees, if required, must be paid before a room reservation is confirmed.  | <input type="checkbox"/> We are responsible for abiding by all other aspects of the Meeting & Study Room Policy.            |
|   | <input type="checkbox"/> \$20 fee if refreshments served  |

The undersigned agrees to indemnify and hold harmless the Dolton Public Library District, its officers, agents, and employees, from any and all claims, actions, suits, proceeding costs, expenses, damages and liabilities, including attorney's fees, arising or resulting from the occupancy of the Dolton Public Library meeting rooms.

I have read the *Meeting & Study Room Policy* and agree that myself and all attendees will comply with the terms of use. I understand that failure to comply may result in expulsion or denial of future reservations.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Internal Use Only (Fees are subject to change)

Date application received: \_\_\_\_\_ Approved By: \_\_\_\_\_

Date approved: \_\_\_\_\_ Fees required: \$ \_\_\_\_\_ Date fees paid: \_\_\_\_\_

If not approved, reason: \_\_\_\_\_

## Responsibilities and Limits of Use

- Users are responsible for setting up and arranging chairs, tables, and equipment for their meeting. At the conclusion of a meeting, the room must be returned to its original condition.
- The library does not provide any refreshments or supplies, but users are welcome to bring their own pre-made light refreshments and non-alcoholic beverages. Use of slow cookers, roasters, and the like, or buffet warmers requiring open flame are not allowed. Individuals/groups are responsible for cleanup and will be charged for all costs necessitated by improper clean up or damages.
- Meetings that exceed room capacity limitations will be terminated or admittance will be denied to additional participants.
- The library does not provide storage space for property or supplies of individuals/groups using the meeting rooms. The library assumes no responsibility for private property brought into the building.
- Activities in the meeting rooms must stay in the rooms and must not affect the rest of the library and/or patrons' use of the library.
- All use of the meeting rooms must be in compliance with the library's Patron Behavior Policy and any other applicable policies.
- The library retains the right to monitor all meetings conducted on library premises for the purpose of ensuring compliance with library policies.
- All individuals/groups using the meeting rooms must agree to provide any special accommodations that are requested in accordance with the Americans with Disabilities Act.

## Appeal and Review

Groups or organizations not adhering to the rules for use of a meeting room or which fall into categories excluded from use may be denied access to the meeting rooms. The library also reserves the right to refuse the use of the meeting rooms for any activity deemed unsuitable for the library's facilities or which may interfere with library operations, adversely affect public safety, or cause public disturbances.

A group, which has been denied permission to use a meeting room by the Library Director, may appeal such denial to the Board of Library Trustees at the next regularly scheduled Board meeting. Written notice of that appeal and all written documentation supporting the appeal must be delivered to the Library Director at least five (5) business days before the board meeting.

## Reservation Procedure

- A written application for use of a meeting room must be made by a qualified member representing the group who is age 18 or older and will be responsible for ensuring all participants abide by this policy.
- Reservations will be accepted for meetings held during regular library hours, and rooms shall be cleared at least 20 minutes before closing time. Reservations must include setup and clean-up time, if needed.
- If required, fees must be paid before the library will confirm the reservation.
- Reservations will be accepted no more than three (3) months and no less than 1 week in advance.
- No group or organization may use a meeting room more often than four (4) times per month or a total of ten (10) hours in a month.
- Exceptions to this reservation procedure may be made at the discretion of the Library Director.

## Cancellations

The library reserves the right to change or cancel reservations should a conflict arise in which a Type I group (library-sponsored events) needs the use of a room. Should the library cancel a scheduled reservation due to a conflict, all fees will be refunded.

Other reservations must be cancelled at least 24 hours in advance. Failure to provide 24-hour notice of cancellation results in forfeiture of any fees paid. Regularly cancelling or neglecting to cancel may be grounds for suspension of meeting room privileges. Users who have not arrived within 15 minutes of their scheduled start-time will be considered no-shows, in which case the reservation will be removed and fees forfeited. Further, users who show up late cannot expect to have their reservation extended.

## Equipment

The library can provide limited audio-visual equipment, such as projectors for laptops, depending on availability. Arrangements to use equipment must be made in advance, and use is subject to staff availability to assist with its setup. Staff will provide instruction in basic use of equipment but will not be present to operate it throughout the duration of the reservation. Users are encouraged to make an appointment prior to their meeting to test equipment.

## Publicity

Publicity announcing meetings in the library should in no way imply library sponsorship or endorsement of the organization or program. Publicity may include the library's name and address, but may not include the library's phone number, nor is the library to be included as a source of further information, registrations, or messages regarding the event. Only activities sponsored by the library will be advertised by the library.

## Damages and Liability

Any individual, group or organization using the meeting rooms/study rooms shall be held responsible for all damages, whether accidental or willful to the library building, grounds, collections or equipment caused by the group or organization, its members, or those attending its program. All individuals, groups or organizations shall indemnify, defend and hold harmless the Dolton Public Library District, its officers, agents, and employees from and against any and all claims, suits, and actions of any kind relating to injuries or damage arising from any act or omission of the individual's, group's, or organization's use of the meeting room.

## STUDY ROOMS

While scheduled meetings take precedent over walk-in requests, the library's small meeting rooms may be used for study purposes when not previously reserved for meetings. Study rooms are not available for advance reservations.

- Adults, and students fourteen years (14) and older, may request these rooms on a first-come, first-served basis.
- Study rooms are available for two (2) hour intervals. Library staff may grant additional time if no one is waiting. Users who have been granted additional time will be given 15 minutes to vacate a room if a new party wishes to use it and no other rooms are available.
- In order to make room usage fair to all patrons, study room usage may be limited to Dolton residents only or users may be limited to three (3) sessions per week. Other limitations may be imposed at the discretion of the Library Director.
- Groups may not acquire additional sessions by having a different member of the group request a room.
- A/V equipment is not available to study room users.
- Library rooms are not soundproof and users are asked to be respectful of other patrons regarding noise.

- Users will not be permitted to use a room within 30 minutes of a scheduled reservation and users must vacate rooms at least 20 minutes prior to closing.
- Once a room has been vacated for more than 10 minutes, the library reserves the right to reassign the room to an available status.
- The library reserves the right to assign specific rooms to users and to refuse use of the rooms if policies are not followed.
- Beverages of **any kind** and food are not allowed under any circumstances in the study rooms or any parts of the library, with the exception of the Josway Auditorium. Users are responsible for cleanup and disposal of garbage, as well as any damages incurred.

### Fee Structure

Room	Type I	Type II	Type III	Type IV
Josway Auditorium	NO Fee	No Fee	\$20/hr.	\$40/hr.
Kopac Meeting Room	No Fee	No Fee	\$15/hr.	\$30/hr.
Media Training Room	No Fee	No Fee	\$20/hr.	\$40/hr.