



SER9

USE OF MEETING ROOMS

POLICY

The Antioch Public Library District provides several meeting spaces for its patrons to use under the legal rules of a limited forum. Rooms available include the Eide Room, Kakacek Room, Spiering Room, Meeting Room 2 and the Workshop. Persons wishing to use these spaces should adhere to the policy.

POLICY STATEMENT

1. It is the Policy of the Antioch Public Library District to make its meeting rooms available to non-profit organizations, community groups and businesses for educational, cultural, intellectual or the planning of charitable activities.
2. Use of any of the meeting rooms for direct solicitation of goods or services is prohibited.
3. Use to promote or oppose a specific candidate for public office or to promote support of, or opposition to, a question of public policy appearing on the ballot is prohibited.
4. All events or meetings shall be open to the public.

DEFINITIONS AND EXCEPTIONS

1. An organizational meeting is defined as a structural, managerial, or executive gathering for the purpose of discussing operational methods within the non-profit organization, community group or business.
2. Any attempt to make attendance at any function contingent upon provision of the attendees' names, addresses and/or telephone numbers, to require or suggest attendees to sign-in at the door, or to collect addressed invitations at the door shall be considered as subjecting the attendee or prospective attendee to future solicitation for a commercial transaction, thereby placing such activities into the category of use for a commercial purpose.
3. Notwithstanding any contrary provision herein: (a) clubs or organizations that accept the names, addresses and/or phone numbers voluntarily given by persons who wish to obtain information about membership and/or activities; and (b) commercial activities associated with a Library-sponsored function, including, but not limited to, fundraising by the Friends of the Library are not prohibited.

RESERVATION OF SPACE AND APPLICATION FOR USE



1. Reservations for the use of a meeting room shall be made with the Library Director or his/her designee and may be subject to approval by the Board of Library Trustees. Any denial or use may be appealed to the Board of Library Trustees in writing and, if upheld, the reason for denial shall be explained in writing.

2. A person applying for use of a meeting room must have a valid Antioch Public Library District Library Card or be representing the Antioch community's interests at the local, county, state or national level. Examples of this include elected representatives or government entities, as well as not-for-profits whose constituents may include Antioch residents. All users must provide his or her name, address and phone number and email address. The applicant shall be considered the person responsible for the use of the meeting room.

3. The applicant shall provide the name of the organization requesting use, the date and time desired, the expected number of attendees, and the purpose of the meeting or gathering on the Application Form provided by the Library District. In determining whether to approve or deny an application for use, the Library District shall take into consideration the following:

- a. Whether the applicant represents a non-profit organization, community group or business that meets the District's Policy regarding use.
- b. Whether the applicant's prior use of a meeting room resulted in damage to the Library District property.
- c. Whether the proposed use will substantially or unnecessarily disrupt the staff's efficient operation of the Library District for patrons not attending the meeting or event.
- d. Whether the applicant previously failed to comply with this Policy.
- e. Whether the meeting dates or times requested conflict with the Library District's schedule of use of the meeting room or other planned Library activities, or with another organization's approved and scheduled use of the meeting room.

4. Each applicant shall sign an agreement holding harmless, indemnifying and agreeing to defend the Library District, its officers, agents, volunteers and employees from and against all claims, lawsuits, damages, causes of action, judgments, settlements, losses, costs and expenses, including attorneys' fees, arising from injury, death, property loss, damage or theft sustained by any person or entity resulting from or related to the use of the meeting room, the library building or its grounds, including the parking lot for its event or meeting.

5. If a meeting room is left damaged or badly soiled after use, the cost of repair or cleaning will be billed to the user.

6. A list of furnishings and equipment is available on request. While a Library computer can be provided, it is recommended to use one's own computer with the Library's audiovisual equipment.



PRIORITY OF USE

1. Library-sponsored activities shall be given priority of use and scheduled events of other organizations may be cancelled to accommodate them. The Library will provide reasonable notice of such cancellation.
2. Applications for use shall be subject to the following priorities:
 - a. Library District and friends of the Library meetings, events or activities.
 - b. Non-Profit organizations, community groups or businesses located within the Library District and serving the Library District.
 - c. All other non-profit organizations, community groups or businesses.
3. The Eide, Kakacek, Spiering Rooms, Meeting Room 2 and the Workshop may be booked on a monthly basis. Reservations for these rooms will be accepted on a quarterly basis in conjunction with the Library's newsletter schedule.

Meeting Room 2 and the Spiering Room may also be used on a first come first serve basis as available.

REGULATIONS REGARDING USE

1. Meetings rooms may be scheduled starting thirty (30) minutes after library opening and must terminate fifteen (15) minutes before closing. At the discretion of the Library Director or his/her designee, meeting rooms may be scheduled outside of regular library hours. The building must be vacated promptly. Cancellations of meeting room use must be received by the Library Director or his/her designee at least twenty-four (24) hours prior to the date and time scheduled, except that, in emergency situations, every effort must be made to cancel use at the earliest possible time.
2. Groups should leave the room in a clean and orderly condition. All refuse and debris must be placed in the disposal containers provided and the carpet must be free of debris.
3. Users must comply with all applicable provisions of the Americans with Disabilities Act, including providing a signer when requested.
4. The Fire Department regulations state that the maximum number of persons allowed in the Eide Room is 160, in the Kakacek Room is 145, in both together 305, in the Workshop 14, in



Meeting Room 1 7 , in Meeting Room 2 is 10, in the Rotary Room is 8 and in the Spiering Room is 10.

5. Although names and addresses of attendees may not be solicited, organizations may leave information or business cards at the rear of the meeting room for the benefit of attendees.

6. Organizations must ensure that attendees comply with all rules and regulations of the Library District regarding behavior on the premises including, but not limited to, care of District property, use of prohibited substances, dress and decorum.

REGULATIONS REGARDING ADVERTISEMENT OF EVENT OR MEETING

Those who use the Library's meeting rooms must comply with the following advertising guidelines:

- a. A telephone number must be provided so that person interested will be able to obtain information without contacting the Library.
- b. The material must contain the following statement: "The Antioch Public Library District neither sponsors nor endorses this (meeting/event) nor the presenting individual or organization."
- c. The material must state that the public is invited to attend.
- d. The sale of products is prohibited on Library property.
- e. The material must indicate compliance with the Americans with Disabilities Act.

STUDY ROOMS

In addition to the meeting rooms, the Library also has several study rooms. These rooms can be used in one hour sessions or longer if no one is waiting. The Fire Department regulations state that the maximum number of persons allowed in the Studio is 3, the Rotary Room is 8, Meeting Room 1 is 7, Meeting Room 2 is 10 and the Spiering Room is 10. Meeting Room 1 can be reserved up to 30 days in advance for two hours at a time by Antioch Public Library District cardholders. Reservations are limited to one per user per day. If a user reserves the room and regularly fails to show up for the reservation, their reservation privileges may be blocked. Reservations are held for 15 minutes, then canceled.

All other study rooms are provided on a first come first served basis. Meeting Room 2, the Spiering Room and the Studio can also be used as a study room. Any of these rooms may be reserved for library mediated purposes such as proctoring or meetings.



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