

## **Meeting Room Policy and Procedure**

The Highwood Public Library regards the availability and use of its Meeting Room as an integral part of its service to the community. The Library makes its Meeting Room available for meetings and programs conducted by non-profit groups on subjects of educational, civic or cultural interest. It is also available to for-profit organizations engaged in activities consistent with the library's mission. Please see fees as listed below.

The Meeting Room is available free of charge to non-profit groups on an equitable first come-first served basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

All meetings must be open to the public and priority for use is given in the following order, with Highwood residents taking precedence:

- Library activities.
- Activities jointly sponsored by the Library with other organizations.
- Highwood non-profit organizations engaged in activities consistent with the Library's mission to help community residents meet their educational, personal, recreational and professional needs.
- Non-profit organizations outside Highwood engaged in activities consistent with the Library's mission.
- For-profit organizations engaged in activities consistent with the Library's mission.

The Library Director makes the final decisions regarding eligibility.

The Meeting Room is available for use on approval of written application, and is available for use only when the Library is open. Meetings may start no sooner than one half hour after the Library opens and must end no later than 15 minutes before the Library closes.

Please note that submitting an application DOES NOT guarantee approval or use of the room. Library personnel will do everything possible to facilitate the application process, but no event will go on the calendar until a completed application form is approved and on file. Applications can be found at the front desk.

### **Other Terms**

- Reservations for use of Meeting Rooms are accepted up to two months in advance.
- All meetings must be open to the public.
- The person reserving the room must be at least 18 years of age.
- No admission fee may be charged for any meeting. No collection may be taken before, during or after the meeting. No organization may use the Meeting Room if a registration or tuition charge is required of those attending.
- Authors and performers who are invited or permitted to appear at the Library and wish to sell books, tapes, compact disks or other materials may do so, subject to prior permission of the Library Director, provided they have agreed beforehand upon a specified percentage of all sale proceeds to be donated to the Library.
- Use of the Library's audio-visual equipment by outside groups is permitted with advance approval.

- Smoking is not permitted anywhere in the Library or on Library grounds.
- The fact that a group is permitted to use the Meeting Room does not in any way constitute an endorsement of the group's policies or beliefs by the Library.
- Program publicity is the applicant's responsibility. Non-Library groups and individuals are not to use the Library's address and phone number as their own. Advance approval by the Program Coordinator or Library Director is required for any publicity or any items that will be distributed at a meeting at which the public is in attendance.
- For meetings of minors, applicant must agree to have an authorized adult representative in attendance who shall supervise all persons upon the premises to ensure that the event is conducted in a safe and orderly manner and that no one engages in unlawful or improper conduct. Library Director reserves the right to waive this requirement.
- All use of the meeting rooms must be in compliance with the Library Conduct Policy and the Unattended Child Policy.
- Room must be left neat and in good order, with all trash bagged for removal. The applicant is liable for any damage done to the premises, its furnishings or equipment.
- In case of emergency building closure, the program will be cancelled and the applicant will be offered the opportunity to reschedule or to have room fees refunded.
- The Library Director is authorized to determine the appropriate use of the Meeting Room. In case of denial of use, appeal may be made in writing to the Library Board of Trustees. The decision of the Board of Trustees will be final.
- The Board of Trustees reserves the right to cancel or suspend any meeting held by a group or organization that violates these rules and regulations, or for any other reason.

### **Use of the Meeting Room by Tutors**

Highwood Public Library recognizes the benefit to the students and parents of the community for tutoring to be allowed within the Library. The following procedures are intended to provide a balance between the use of the Library by tutors and their clients, and the use of the Library by other members of the community.

#### **Tutors**

Both paid and volunteer tutors may use the meeting room for a tutoring session. However, privately paid tutors and tutoring organizations must pay a fee to use the Meeting Room. The fee is \$25 per hour with a maximum of 2 hours total. This fee must be paid prior to using the Meeting Room. Volunteer tutors who are providing an unpaid service need not pay any fee.

#### **Financial Responsibility, Waiver of Negligence and Indemnifications**

Any person, group or organization sponsoring use of the Meeting Room must assume financial liability for any damage incurred during its use.

The Highwood Public Library, its employees and Trustees, assume no responsibility whatever for personal injury or damage to personal property in connection with a program; and the organization agrees that the Highwood Library is expressly released and discharged from any and all liability for negligence or tort causing any loss, injury or damage to persons or property

which may be sustained during or by reason of a program held on the Library's premises; and the person, group or organization agrees to indemnify the Library District and hold it harmless against all loss, including attorney's fees.

***If you wish to reserve the public Meeting Room, please complete the application form found at the front desk. You will be advised as to whether your request has been approved as soon as possible.***

Approved by the Library Board: 4/7/2014