

GLENSIDE PUBLIC LIBRARY DISTRICT

COMMUNITY ROOMS POLICY

PR-22-17

Glenside Public Library District is a community gathering place for information, reading, study, and computer technology for all ages. It is the policy of the library to provide meeting room space to support the purposes of the Glenside Public Library District. Use of the community rooms for any activities, which are inconsistent with those library purposes, will be denied or terminated.

I. COMMUNITY ROOMS THAT ARE AVAILABLE

- A. Community Room 1
- B. Community Room 2
- C. Conference Room

II. EXCLUSIONS

- A. Commercial Meetings for advertising or solicitation.
- B. Commercial Meetings to conduct market research.
- C. Religious Services
- D. Social events such as Birthday parties, showers.
- E. Partisan political meetings in support of, or in opposition to, a particular candidate or candidates or in support of, or opposition to, questions of public policy to appear on an upcoming ballot.
- F. Any use that would disrupt the operations of the library
- G. Any group that violates library's rules.

III. REGULATIONS

- A. No smoking is permitted.
- B. No alcoholic beverages.
- C. No Fees may be charged by the organization for entrance or participation and no sales shall be allowed.
- D. The user shall abide by all local ordinances and applicable laws.
- E. Only freestanding displays may be used without making prior arrangements with the Library Director.
- F. No organization may use the Library as its official address.
- G. No organization shall be allowed to store its equipment or supplies at the Library.
- H. A Library staff member shall have access to the room at all times.
- I. The user of the Community Rooms assumes all risks of loss, damage or injury, by fire or otherwise, to persons or property, by reason of the condition of the leased premises, or by reason of the management, control or operation thereof, and releases the Glenside Public Library District (hereinafter referred to as the "Library"), its officers, employees and agents, from all claims for such loss, damage or injury, including reasonable attorney's fees sustained by the user, or by any agent, employee or guests of the user, or by any person whomsoever, whether caused by the negligence of the Library, its officers, agents or employees, or otherwise; and the user agrees to indemnify and hold harmless the Library, its officers employees and agents, against all claims for such loss, damage or injuries, sustained by the user, or by any agent, employee or guests of the user, or by any person whomsoever, whether the same be caused by the negligence

of the Library, its officers, agents, employees or otherwise.

IV. FEES

- A. A charge of \$5/hour will be assessed for community room use. This fee will be waived for groups that can demonstrate non-profit status. Payment must be received within 5 business days of making a reservation.
- B. Definitions:
 - Non-profit organization:
Any civic organization, unit of local government and any corporation in good standing organized and incorporated under the "General Not-for-Profit Corporation Act of 1986" (805 ILCS 105/101 et seq.)(the Act'). Also, any such foreign corporation with a valid certificate of authority to conduct affairs in Illinois pursuant to said Act.
- C. Damage:
Any organization responsible for using the meeting room shall be billed for any damage to furnishing and/or equipment. All fees and/or bills for damage shall be paid within thirty days or prior to the group's next use of the meeting room, whichever occurs first. Failure to do so shall result in forfeiture of the right to use the Community Rooms.

V. PRIORITIES

- A. Library programs and sponsored groups shall have first priority.
- B. Non-profit groups shall have second priority.
- C. Then first come first serve.

VI. APPLICATION PROCESS

- A. An adult (18+) shall be required to complete the Library's application form available at the Library or on the Library's website. The application is approved or denied by Library Director.
- B. All organizations must submit a copy of the bylaws, constitution or statement of purpose that defines the nature of the organization and intention of the meeting.
- C. Applications should be turned in at the Business Office with payment. Applications without payment will be accepted but the reservation will be cancelled if payment is not received within 5 business days.
- D. No organization shall be granted the use of the Community Rooms for more than two meetings per month. Exceptions need prior approval of the Library Director.
- E. Cancellations should be made as soon as possible. If cancellation notice is not given at least 24 hours in advance, no refund will be given.
- F. The library reserves the right to cancel meetings for any reasons, giving at least 24 hour notification.
- G. The library reserves the right to deny use of the Community Rooms to any group either due to its refusal to comply with the Library's policies or regulations or due to prior disregard of the Library's rules or regulations.

VII. ADVANCED REGISTRATION WINDOWS:

- A. Advanced reservations for single or recurring meetings may be scheduled as follows:
Starting 8/15 for September through November; (Non-Profits may begin 8/1)
Starting 11/15 for December through February; (Non-Profits may begin 11/1)
Starting 2/15 for March through May; (Non-Profits may begin 2/1)
Starting 5/15 for June through August. (Non-Profits may begin 5/1)

IX. APPEALS

- A. Appeals for changes in, or exceptions to, any portion of the Community Rooms policies or denials of use shall be heard by the Library Board of Trustees.
 - 1. Appeals should be made in writing. A written appeal should include: the name of the organization and a statement of the reason or reasons for requesting the change or exception.
 - 2. A written appeal must be received at least two weeks prior to a board meeting date in order to be placed on the agenda for the regular meeting.
 - 3. The appeal should clearly demonstrate that the organization is not one which would be excluded following the guidelines under Exclusion (IV).
- B. The decision of the Board of Library Trustees will be based on the appeal and the document(s) submitted with the Community Rooms application.

The Board of Library Trustees will prepare a memorandum summarizing the reasons for the decision rendered.

Decisions of the Board of Library Trustees are final.

X. POLICY REVISION

The Board of Library Trustees shall review the Community Rooms policy periodically and reserves the right to amend it at any time.