



800 S. Bartlett Rd.  
Bartlett, IL 60103  
630.837.3560  
www.bartlettlibrary.org

## **BARTLETT PUBLIC LIBRARY DISTRICT MEETING ROOM USE POLICY**

The Bartlett Public Library District (BPLD) provides the use of its meeting room as an additional service under conditions established by the Library Board of Trustees. The following rules apply to groups using the meeting room.

1. All groups shall indemnify, defend, and hold harmless BPLD, its officers, agents, and employees from and against any and all claims, suits, actions, of any kind, arising and resulting and accruing from any negligent act, omission, or error of the group resulting in or relating to personal injuries or property damage arising from the group's use of a BPLD meeting room.
2. Permission to use the meeting room does not constitute an endorsement of an event or the group's policies or beliefs by the Bartlett Public Library District. Likewise, neither do any Bartlett Public Library District advertisements for meetings held at the Library imply BPLD endorsement of a group, its policies, or its beliefs.
3. Events and groups using the meeting room may not interfere with the regular operations of the BPLD. The Bartlett Public Library District reserves the right to stop events that are disruptive to Library operations.
4. No group may use the Library as its official mailing address or telephone contact. The Library cannot provide storage for property owned by any organization using the room. Library personnel may not carry supplies and equipment to or from the meeting room. Groups must provide their own help for this purpose. If an activity generates more trash than fits in the trash containers provided in the meeting room, the group is responsible for the removal of the excess trash.
5. Library personnel must have access to the meeting room at all times. The Bartlett Public Library District retains the right to monitor all events held on the premises to ensure compliance with Library regulations.
6. Adult (age 21 or older) supervision must be provided for groups including young people less than 18 years of age. There must be at least one adult to supervise every fifteen young persons. For example, a group of 40 young people requires at least three adult supervisors.
7. Light refreshments may be brought into and served in the meeting room, but must remain in the meeting room. Alcoholic beverages are not allowed. Kitchen facilities will not be available to groups using the meeting room.
8. No fundraising or sales presentations are allowed.
9. No fees may be charged for entrance or participation. Exceptions, approved in advance by the Library Director, may be made for non-profit educational institutions providing short-term classes, institutes, workshops, etc.

10. Only free-standing displays may be used: nothing shall be taped, stapled, glued, or otherwise affixed to the walls, windows, doors, ceilings, floors, tables, chairs or other structures, fixtures, or furniture of the BPLD.

11. Persons using the meeting room are subject to all BPLD rules governing patron behavior.

12. It shall be the sole responsibility of the group to adhere to the Americans with Disabilities Act (ADA) regulations. Any costs associated with compliance are solely the group's responsibility.

13. Groups are responsible for returning the room to the condition in which they found it.

14. The meeting room shall be used solely for programs of an educational, cultural, or civic nature or similar uses consistent with the Library's mission. Meetings that are not of educational, cultural, or civic natures can be taken to the Library Board of Trustees for special approval. By way of example only, the meeting room may not be used for social gatherings such as showers, birthday parties, dances, ceremonies, et cetera.

15. Permission to use the meeting room may be revoked and/or withheld from groups causing a disturbance, failing to leave at the scheduled time, damaging the room or other BPLD property. Applicant and the group he/she represents agree to pay for any special maintenance for and/or damage to the meeting room or other BPLD property related to meeting room use, as determined by BPLD.

16. Groups using the meeting room may not discriminate on the basis of race, sex, color, creed, national origin, religious belief, or handicap, against any person requesting admission to the event.

17. Failure to comply with any of the foregoing policies may result in immediate revocation of permission to use the meeting room and/or rejection of future applications for use of the meeting room of the BPLD.

18. The Bartlett Public Library meeting room provides two large screen monitors which can be used to display laptop slide show or computer desktop presentations to a variety of group sizes. Groups are welcome to use and operate these monitors with a Library supplied remote control which is available for checkout. No other library audiovisual equipment in the meeting room is available for public use. However, groups are welcome to bring their own audiovisual equipment for use in the meeting room. Staff may be able to offer limited assistance with equipment that people using the room supply themselves. Available monitor ports are: VGA, HDMI, RCA (A/V), and 3.5 Mini jack (audio).

19. Individuals using the meeting room will be billed for damages to furnishings and/or equipment and lose the subsequent right to book the room.

## **PRIORITIES**

Priority for use of the meeting room will be given in the following order:

1. a. Library sponsored meetings or programs.

- b. Library affiliated organizations or Library co-sponsored programs.
2. Meetings of official agencies, committees, and boards of local units of government.
3. Educational, cultural, civic, and public information events for non-profit organizations located in the Bartlett Public Library District.

## HOURS

Meetings are to be scheduled during regular Library hours. The room will not be accessible by members of the group before the Library opens. All meetings must end at least fifteen minutes prior to the Library's closing time.

The Library hours are as follows:

Monday-Thursday: 9:00 a.m. to 9 p.m.

Friday: 9:00 a.m. to 6:00 p.m.

Saturday: 9:00 a.m. to 5:00 p.m.

Sunday: Noon to 5 p.m.

## FACILITIES

The number of people who can be accommodated in the meeting room is: **105**

Groups may arrange tables and chairs in the room whichever way they desire. Tables and chairs must be returned to their original arrangement by the group at the end of their program.

## SCHEDULING

1. All groups are required to complete the Library's contract form prior to being scheduled and/or granted use of the meeting room. Contracts must be approved by the Adult Services Manager and/or Library Director before meetings can be scheduled. Once approved, the Adult Services Manager and/or Library Director will be in contact to schedule your meeting.

Contracts must be submitted in-person at the Adult Services Desk. Contracts are kept on file for **one** year after which a new contract must be filled and filed by the group.

2. A valid Bartlett Public Library District card is required for meeting room reservations.

3. Groups using the Meeting Room must be at least **15** people or more. Meetings of less than **15** people are welcome to reserve a conference room for their meetings.

4. Reservations for the meeting room must be made in person or via the phone with the Adult Services Manager and/or Library Director.

5. Applications for a single meeting must be received at least seven days in advance of the desired meeting date.
6. Only the person who has filled and signed the contract may reserve the space on behalf of their group.
7. Reservations for meetings may be scheduled on a quarterly basis. The reservations may be made one month prior to the start of the quarter.
8. No group shall be granted the use of the meeting room for more than one meeting per calendar month.
9. If for any reason a group finds it necessary to cancel a scheduled event, the Library should be notified at once by calling 630-837-2855. Failure to give such notice at least 48 hours prior to the scheduled event may result in the suspension of future meeting room privileges.
10. Groups failing to occupy a reserved meeting room within 20 minutes of the scheduled starting time are subject to having their reservation revoked for that event and/or suspension of future meeting room privileges.
11. The library reserves the right to cancel or modify any reservation due to unforeseen circumstances.

## **POLICY REVISIONS**

The Library Board of Trustees reviews this meeting room policy periodically and reserves the right to amend it at any time.



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## BARTLETT PUBLIC LIBRARY DISTRICT MEETING ROOM USE POLICY CONTRACT

*By his/her signature below, the applicant affirms that he/she has read and understands the foregoing Bartlett Public Library District Policy for Meeting Room Use (consisting of 4 pages) and agrees that he/she is responsible for ensuring that each member of his/her group is aware of and abides by these rules.*

**Applicant/Contact Person:** \_\_\_\_\_ (printed)

\_\_\_\_\_ (signed)

**Library Card Number:** \_\_\_\_\_

**Group or Organization Name** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address (group):** \_\_\_\_\_

**1. Will the meeting be of educational, cultural, or civic nature? (Please circle)**

**2. What is the purpose of your meeting?**

\_\_\_\_\_

**3. Will you have recurring monthly meetings? Yes | No (please circle)**

**4. Will light refreshments be served? If so, please state:** \_\_\_\_\_

**5. How many individuals do you expect at your meeting?** \_\_\_\_\_

*For questions, comments, or concerns, you may reach out the Adult Services Manager and/or Library Director at [bpldadult@bartlettlibrary.org](mailto:bpldadult@bartlettlibrary.org)*

	<b>FOR ADMIN ONLY:</b>
	Approved: _____
	Date: _____