

<p style="text-align: center;"><b>MIDLOTHIAN PUBLIC LIBRARY</b> <b>MEETING ROOM POLICY</b></p>
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The Midlothian Public Library provides a large meeting room and a small meeting room as a service to groups and organizations under conditions established by the Board of Trustees. Library sponsored events take first priority in use of the facilities, and library needs may pre-empt any other use of the rooms. Use of the library meeting room does not constitute the library's endorsement of the viewpoints expressed by the participants in the programs.

The following conditions and regulations apply:

- I. WHO MAY HAVE USE OF THE ROOMS, in order of priority:
  - A. Midlothian Public Library and other library related groups
  - B. Official agencies and boards of the Village of Midlothian
  - C. Educational, cultural, or civic groups sponsored by Midlothian residents
  - D. Non-profit organizations
  - E. Non-commercial meetings, such as local businesses holding training, tutoring groups, and local homeowner's associations.
  
- II. APPLICATION FOR USE OF LARGE MEETING ROOM
  - A. Written application for the use of the large meeting room must be made on the approved form of the Midlothian Public Library by a qualified officer or a representative of the group, over the age of 18.
  - B. Groups planning a series of meetings will present a schedule of meetings at the time of application. Recurring reservations will be accepted, but only on a quarterly basis. At the end of this period, such reservations must be renewed.
  - C. Groups will be scheduled in order of priority (as stated above in Section I) and then by date of application.
  - D. The Library Director reserves the right to request any group to change its approved schedule to another date or time. Notice will be given to the person signing the request for the meeting.
  - E. When necessary to cancel a reservation for the large meeting room, the Library Director, or library staff member in charge, should be notified at least 24 hours in advance by the person requesting the use of the meeting room.

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- F. Failure to follow the regulations for use of the meeting rooms by a group or its individual members may result in cancellation of the privilege of using the room. This shall be done by written notice from the Library Director.

III. PROCEDURE FOR USE OF THE SMALL MEETING ROOM

- A. A valid library card or form of ID is required for use of the small meeting room. The patron must leave it at the circulation desk while the room is in use.
- B. The small meeting room may be reserved for one-hour units (two hours maximum per day except for use by library.)

IV. HOURS

- A. Both the large meeting room and the small meeting room will be available only during open library hours and terminate no later than 15 minutes prior to the library's closing time. Only library-sponsored meetings may continue after closing.
- B. Only library-sponsored meetings may be scheduled for Friday and Saturday evenings, Sundays, and holidays observed by the library. The large meeting room is reserved for library use on the third Tuesday of each month for the Board of Trustees meetings.
- C. The meeting room may be reserved by outside groups for up to 2 hours; additional hours may be approved at the discretion of the Library Director.

- V. FEES: No fee will be charged for any group wishing to use the meeting room.

VI. FACILITY & ELECTRONIC EQUIPMENT FEE

- A. The large meeting room seats 60 people auditorium style. It is the responsibility of the group/organization to insure compliance with fire code restrictions relating to meeting room occupancy limits. The capacity of the small meeting room is 6 people.
- B. Available equipment includes: projection screen, flag, chairs and tables.
- C. Electronic equipment includes a TV, DVD player, projector, gaming consoles, and CD players. Use of this equipment is available for a fee of \$25. Request and payment for this equipment must be made at least one week in advance, and groups are responsible for running the equipment in a conscientious manner according to instructions issued by library staff.

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- D. Use of the large meeting room kitchenette is permitted if requested at least one week in advance and may be used to prepare light refreshments. There is to be no cooking, open flames, or elaborate food preparations. Groups must provide their own equipment such as utensils, coffee pot, cups, extension cords, etc.

VII. GENERAL RULES AND REGULATIONS

- A. Use of the rooms may not interfere with the normal operation of the library.
- B. General rules of behavior as outlined in the *Policies Governing Behavior in the Library* must be followed while using meeting rooms.
- C. No group or organization, except the Friends of the Library, may use the library as its official mailing address, or ask the library staff to take reservations for a scheduled meeting.
- D. The person requesting use of the large meeting room must provide a contact phone number where he/she may be reached for questions from interested parties. The library staff will not be responsible for providing information about a particular meeting or group. Notices of meetings may be posted on the bulletin board by the library staff.
- E. Meetings held in the meeting rooms must be open to the public at large and not be restricted to the membership of the sponsoring organization. This in no way obligates the group or organization to notify the public of the meeting or specify in any publicity that it is open to the public.
- F. Property Damage – any group or persons using the meeting rooms are responsible for the willful or accidental damage to the library building, grounds, or equipment. Organizations using the meeting rooms are responsible for the prompt reimbursement to the library for any damage to library furniture, equipment, or materials.
- G. Hold Harmless Agreement – Any group using the meeting rooms must indemnify and hold harmless the Midlothian Public Library, it's board of trustees, all library staff, and the Village of Midlothian for any and all accidents which may occur on the library premises.
- H. If the large meeting room is used by children, the request for its use must be signed by an adult. Children are to be under adequate and proper adult supervision at all times (one adult for each 10 children). Students may use the small meeting room for group study, but children under 8 years of age must be supervised at all times by a caregiver, as outlined in the *Policies Governing Behavior in the Library*.

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- I. Alcoholic beverages are strictly prohibited.
- J. The applicant or an officer of the group must be present at the entire meeting, since he/she is one of the responsible parties.
- K. The library will not provide storage space for equipment or supplies for groups using the large meeting room. The library will not supply porter service for carrying supplies or materials to the meeting room.
- L. Nothing may be attached to the walls or ceiling of either meeting room.
- M. Users of the meeting rooms may not borrow items from other library areas without permission. Modification of electrical units as well as any substantial changes to the library is not permitted.
- N. Groups should leave the room in a clean and orderly condition. All refuse and debris must be placed in the disposal containers provided.
- O. No group/organization may collect money from participants, except with approval of the Library Director, for the following purposes: 1) to recover the cost of a presenter, materials, or supplies, or 2) to cover the cost of an educational program which provides an official certification or endorsement.
- P. The library is not responsible for the loss of or damage to any equipment or materials owned or rented by a group meeting in the library.
- Q. The group/organization will be responsible for setting up and taking down the arrangement of the large meeting room.
- R. All users are responsible for complying with the provisions of the Americans with Disabilities Act, which requires that a meeting be provided in an accessible format upon request. Users are responsible for any additional fees to comply with this act.
- S. Permission to use the meeting room does not constitute the library's endorsement of the subject matter of the meeting, or the group/organization's beliefs and policies. Publicity on non-library-sponsored meetings must in no way imply sponsorship. Publicity must be approved by the Library Director before distribution.

#### VIII. WITHDRAWAL OF PRIVILEGES

If foregoing rules and regulations are not adhered to by a group using either meeting room, the library reserves the right to withdraw the privilege of the use of the rooms for any further meetings by written notice to that group.

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IX. AMERICANS WITH DISABILITIES ACT

The Midlothian Public Library is subject to the requirements of the Americans Disabilities Act of 1990. Any individuals who plan to attend any functions at the library and who require certain accommodations which would enable them to observe and/or participate in any functions, or who have questions regarding accessibility to the library, are requested to phone the library at (708) 535-2027 at least five (5) working days prior to the function.

Revised: 8/2010, 11/2015, 2/2017