

OAK LAWN PUBLIC LIBRARY

BOARD POLICY

MEETING ROOMS

The Oak Lawn Public Library has meeting rooms available to community organizations whose objectives are cultural, educational or civic in nature. Use of meeting rooms does not constitute endorsement by the Oak Lawn Public Library. The Library will not discriminate in making meeting rooms available on the basis of race, national origin, religion, sex, sexual orientation, age, political affiliation, or physical limitation.

PRIORITIES

The needs of the Library take priority when scheduling Meeting Rooms. Priority will be given as follows:

1. Library sponsored programs
2. Friends of the Oak Lawn Library
3. Oak Lawn Community Library Foundation
4. Oak Lawn residents, businesses, and organizations
5. All others

ACCESS

1. Meeting rooms are available during regular Library hours Monday through Saturday. Meeting rooms are not available for use on Sundays.
2. Meetings must end 30 minutes prior to closing.
3. Meetings must be open to the public.
4. Users must not require fees or request monetary/non-monetary donations.
5. Users must comply with the Americans with Disabilities Act (ADA) and are responsible for providing, and if necessary paying for, qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations, which would enable them to observe or participate in the meeting.

GENERAL RULES AND RESTRICTIONS

1. No food is allowed in the meeting rooms. Drinks with lids are allowed (alcoholic beverages prohibited).
2. The group is responsible for leaving the room in the condition in which it was found. Charges may be assessed for any extra cleanup.
3. The applicant is responsible for the meeting room and must be present at all times during the reservation period.
4. The Library is not responsible for personal possessions.
5. The applicant is responsible for the behavior, well-being, and safety of participants. Adequate adult supervision of minors is required at all times.
6. Room contents and arrangements are posted on the Library's website. Library staff will not be available to change the established room arrangement.
7. Additional tables and chairs will not be provided on meeting date.
8. Audiovisual equipment is available in all rooms. If use is required, notice must be given on the reservation. Best practice involves electronic presentations connect to equipment by USB drive.
9. Wireless internet access is available in all meeting rooms.
10. Meeting room phones are only for emergencies.

11. For the safety of all in attendance, applicants must read and acknowledge a statement that identifies the available emergency exit routes and cautions against using the elevator during emergency situations.
12. Partition walls are thin—please be respectful of the noise level for those in the adjoining rooms.
13. The use of items that contain an open flame, such as candles or lanterns, is strictly prohibited.
14. Decorations adhered to walls or ceilings are prohibited, as well as any use of glitter or confetti.

PROHIBITED ACTIVITIES

Reservations and room use of individuals and/or organizations found to be participating in activities described below may be subject to immediate cancellation and revocation of privileges. Library meeting rooms cannot be used for the following activities:

1. The sales, promotion, or advertisement of a commercial product or service.
2. Conducting classes or programs that involve a fee or required purchase for participation.
3. Employee recruitment.
4. Gambling.
5. Social functions including, but not limited to, weddings, birthdays, anniversary parties, graduation parties, and fundraisers, drives or collections.
6. Legal depositions or proceedings pertaining to a lawsuit.
7. Political meetings supporting or opposing a proposition or candidate.

RESERVATION PROCESS

1. All requests are to be made online at oaklawnpl.librarycalendar.com. Reservations are approved on a first-come, first-served basis within three (3) business days of submitting a request.
2. An e-mail address is required.
3. Individuals reserving rooms with resident status must provide a valid Oak Lawn library card number issued to them, and in good standing. Using someone else's card number will result in denial of reservation.
4. Name and contact information (address, email, phone number) entered in application must match the card registration information on file.
5. Meeting rooms may be reserved up to 60 days in advance.
6. The Library requires that room reservation requests are submitted seven (7) days prior to an event. Applicants will receive an email confirmation upon approval.
7. The applicant must be a member of the sponsoring organization.
8. The Library reserves the right to change meeting locations without prior notice.
9. Maximum reservation limit is four (4) hours per reservation. Multiple reservations are not allowed back-to-back on the same date.
10. The Library determines if a request monopolizes space and unfairly restricts use by other organizations. In general, this means no more than four (4) meetings in 30 days.
11. If a meeting is canceled, notify the Marketing Assistant or go to oaklawnpl.librarycalendar.com. Failure to notify the library of cancellations may result in a future loss of room privileges.
12. In the event of an emergency closing of the Library, all reservations are canceled and paid fees will be refunded. Library staff will attempt to inform the applicant.

MEETING ROOM FEES

Meeting rooms are free to Oak Lawn residents, businesses, and organizations; the requestor must provide their Oak Lawn Public Library card number at registration.

The Library requires a fee for use by non-residents, and businesses and organizations outside of Oak Lawn. Payment of the non-refundable fee is required for confirmation of the reservation by cash, check or money order (made payable to *Oak Lawn Public Library*). Full payment must be received within seven

(7) days of the reservation submission or the request will be denied. The Library also accepts payment via credit card. To pay via credit card, contact the Marketing Unit.

Reservations paid by checks that are returned Non-Sufficient Funds (NSF) by the bank will be subject to a fee (see Board Policy BP 4.1 FINES AND FEES) in the amount of \$25 or the actual amount charged by the financial institution, whichever is higher. The amount then due will be the NSF fee and the face value of the check. Payments thereafter will only be accepted via cash, money order, or credit card from the individual or organization.

PUBLICITY

All advertisements and announcements must clearly state that the meeting is not sponsored by the Oak Lawn Public Library.

The Library will not handle attendee registration and the Library is not to be included as a source for further information about the meeting.

NON-COMPLIANCE

The Oak Lawn Public Library will discontinue the use of meeting rooms for those who do not abide by this policy or disrupt Library operations. This policy is not all-inclusive. Approval of meetings not described in this policy and any exceptions to this policy will be determined by the Marketing Manager and/or the Director.

Adopted: 04/13/86

Revised: 11/27/18, 11/19/19, 11/17/20, 08/17/21, 11/16/21, 11/15/22, 11/21/23, 08/20/24, 11/19/24