



## Procedures for Use of Riverside Public Library Meeting Rooms

### **I. RESERVATIONS**

- A. The person responsible for reserving a library meeting room must be a Riverside resident and holder of a Riverside Public Library card.
- B. The card holder is personally responsible for group meetings, behavior, damage, breakage, theft, or misuse of library or facilities. The library's public liability insurance does not cover user negligence, nor will it protect the user if suit is against him/her.
- C. Rooms will be reserved on a first come, first served basis, no more than a year in advance.
- D. A large screen television and video recorder/DVD player are available for use, as well as an overhead projector, slide projector, screen and white board. These items must be requested in advance.
- E. Room reservations and arrangements must be made through the library's Administrative Assistant.
- F. Card holder must fill out an application form the first time he/she reserves a meeting room and at least once a year thereafter.
- G. The library reserves the right to cancel any reservation by giving at least 48 hours notice.
- H. After the twelfth scheduled meeting by any organization, reservations can be made at most three weeks in advance.
- I. There is a \$10 daily fee for all qualified groups to use any of the public meeting rooms of the library, unless it is a function that benefits the library. There is an additional \$20 daily refreshment fee for all qualified groups who use the public meeting room of the library, unless it is a function that benefits the library. (see below) Costs for after-hours special events are listed on the *Application for Use of Library for Special Events* form.

### **II. GENERAL RULES**

- A. Library meeting rooms are designed primarily to meet the operational needs of the library.
- B. Use of meeting rooms does not constitute library endorsement of viewpoints expressed by participants in programs.
- C. Groups using meeting rooms are responsible for setting up the room to their requirements and returning furniture to its proper place upon completion of activity. Rooms must be left reasonably neat with all trash in the receptacles provided.
- D. The library has no facilities for storage of any kind.

- E. Advertisements for meetings held in the library, but not library sponsored, may not be displayed in such a manner as to suggest library sponsorship.
- F. The library does not have personnel to assist with meetings or programs or to help set-up or clean-up.
- G. No physical changes in the meeting rooms are permitted except for rearrangement of furniture. No additional furniture or equipment, other than that already available in the meeting room, will be provided.
- H. Permission to use meeting facilities may be withheld from groups who on previous occasions have damaged the facilities, carpet, equipment, or furniture, or caused a disturbance or in any other way failed to comply with these rules.
- I. Groups may not assign reservations to another group.
- J. Space is available for children's groups if sponsored and supervised by a person or persons 21 years or older. Unsupervised children are not to be dismissed into public areas of the library.
- K. The library reserves the right to restrict usage.
- L. First priority for room usage shall be given to Library sponsored events. Second priority shall be to groups whose membership is primarily made up of Riverside residents.
- M. There are three rooms available for use by qualified groups. They are: the main Public Meeting Room on the lower level; the Storytime Room in the Youth Services area; and the Quiet Reading Room on the upper level west end.

### **III. RESTRICTIONS**

- A. Meetings must be open to the public.
- B. No admission charge, collections, or money raising activities may take place at any meeting in the library, unless all proceeds are to go to the library. Groups may charge attendees for the actual costs of materials.
- C. Neither the name, address, nor telephone number of the Riverside Public Library may be used as the address or headquarters for any group using the library for meeting purposes.
- D. Groups using the meeting rooms may not deny access on the basis of gender, race, religion, or physical or mental ability.
- E. Use is restricted to non-profit, noncommercial group meetings. The meeting rooms may not be used for social gatherings such as private parties, reunions, etc. The meeting rooms may not be used for profit making purposes or for promotion or presentation of products or services. The meeting rooms may not be used by individuals or groups to give personal seminars, lectures or classes. Exceptions for after-hour special events will be addressed individually by the Board of Trustees. (See *Application for Use of Library for Special Events* form.)
- F. Meeting rooms are available during the library's regular operating hours only.
- G. Use of meeting rooms may not interfere with normal library operations. Groups

must remain in the room to which they have been assigned. Noise generated by the group cannot disrupt normal library activities.

- H. Meetings must dismiss no later than fifteen minutes prior to the library closing. If groups wish to remain later, prior notice must be given and a fee paid to cover the cost of hiring personnel to close/lock the building. Groups must commit to the amount of extra time and pay for it ahead of time. The fee is not refundable even if the extra time is not used. Arrangements for late closing will be made by the Director and require at least one week's prior notice.
- I. Smoking is not permitted anywhere in the building or within 30 feet of the entrances.
- J. Alcoholic beverages are not permitted anywhere in the building unless preapproved with proper insurance and licensing.
- K. Use of any flames is prohibited, including matches, candles, incense, etc.
- L. Classes involving the use of hazardous materials are not permitted.
- M. The Riverside Public Library follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the Library building or on Library property.

#### **IV. FOOD SERVICE**

- A. Light refreshments brought by the group (coffee, tea, cookies, doughnuts, etc.) may be served. Preparation and clean-up are the responsibility of users, not the library staff. The library will supply sink, small refrigerator, and coffee pot; institutional paper cups and napkins are available. Dishes are available and must be washed after use. All utensils must be washed and kitchenette cleaned by users.
- B. A \$20 fee will be charged to any group which serves refreshments. The fee must be paid at the time the reservation is made.
- C. Refreshments may only be served in the main Public Meeting Room on the lower level and in the Quiet Reading Room.