



Meeting Room Policy August 2021

The Riverside Public Library provides the following meeting rooms to serve the needs of the Library and the Riverside community. When these meeting rooms are not in use for Library events and programs, they are available on a first-come, first-served basis for eligible individuals and qualified groups, according to the guidelines in this policy.

Meeting Rooms

- The Community Room (34' x 17') seats a maximum of 50 people auditorium style or 48 people at tables and chairs.
 - Community Room West (20.5' x 18') seats a maximum of 30 people auditorium style or 24 people at tables.
 - Community Room East (18' x 18') seats a maximum of 20 people auditorium style or 12 people at tables.
- The Friends of the Library Terrace (24' x 12') is available in the evenings on Monday through Thursday from 5 pm to close for small groups up to a maximum of 20 people.
- The Program Room (22'7" x 17'7") seats a maximum of 30 people auditorium style or 24 people at tables.

Hours

- Meeting rooms are available for reservations during the Library's regular operating hours only.
- Meeting rooms must be vacated no later than fifteen minutes prior to the Library closing.
- Exceptions for after-hours special events will be addressed individually by the Board of Trustees (See *Application for Use of Library for After Hours Special Events* form).

Fees

- Library partners, Village of Riverside and Riverside Township boards & affiliates, Riverside clubs and organizations, and community support groups hosting open meetings may reserve the meeting rooms free of charge for up to three hours.
- The meeting rooms may be reserved for business or private use for \$25 for up to three hours, given that the *Prohibited Uses* listed below are not violated. The Library reserves the right to deny meeting room requests at their discretion.
- Meeting rooms will not be reserved until all payments are received. Refunds will be given for cancellations made within 24 hours of the scheduled meeting. No refunds will be given for no-shows or same day cancellations.
- The Library accepts cash, check, or credit card.

Prohibited Uses

The meeting rooms may NOT be reserved for:

- social gatherings, such as private parties
- profit-making purposes, such as selling goods or services
- promoting or presenting products or services
- events that involve an admission charge
- meetings that involve payment for services, such as tutoring, legal services, or any business/client transactions
- worship services

Conditions of Use

- Room reservations and arrangements must be made at least 24 hours in advance of the meeting, or at the discretion of the Library.
- Applicants must sign the *Meeting Room Policy* waiver and pay all required fees in order to reserve a meeting room.
- Applicants must be present at all times during which the meeting room has been reserved.
- Applicants may not assign reservations to another group or individual.
- 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.
- Children's groups must be sponsored and supervised by a person or persons 18 years or older. Unsupervised children under the age of 8 are not to be dismissed into public areas of the Library per the *Unattended Child Policy*.
- The Library reserves the right to monitor all meetings held in the meeting rooms. Library staff will be allowed to enter any meeting room to ensure adherence to Library policies and/or to ask groups to vacate the building before Library closing.
- All publicity for meetings that are not co-sponsored with the Library must contain the following wording: "This is NOT a Library-sponsored event. Except for providing meeting space, the Riverside Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."
- With the exception of Friends of the Library, individuals and/or organizations meeting in the Library may not use the Library's mailing address or telephone number to conduct their business.
- Groups using the meeting rooms may not deny access on the basis of, and including but not limited to, gender, race, religion, sexual orientation or physical/mental ability.
- Groups must adhere to the *Rules of Conduct Policy*.

Refreshments

- Food and refreshments brought in by the group may be served. However, **fees will be assessed, if necessary, to cover the cost of cleaning and/or damage to furniture, carpeting, equipment, etc.**
- Alcoholic beverages are not permitted anywhere in the building unless preapproved by the Library Director,
- The Library has a sink, refrigerator, and coffee makers available for use. Any items used must be washed, and the kitchenette must be cleaned.
- Supplies, preparation and cleanup are the responsibility of the group, not the Library staff. Please allow time after the meeting to clean up.

Set Up/Clean Up

- The Library does not have personnel to assist with meetings or programs, or to help set up or clean up.
- Groups using meeting rooms are responsible for setting up the room to their requirements and returning furniture to its proper place upon completion of the meeting.
- 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.

- No crafting projects are allowed on Library tables unless the tables are protected by tablecloths. Tablecloths are available at the Library, if needed.
- Signs and decorations may not be taped or stapled to walls or doors.
- **Fees will be assessed if meeting rooms are not left in the condition in which they were found. All trash must be placed in the receptacles provided.**

Equipment

- A laptop, projector, Blu-ray/DVD player, microphone, and lectern are available for use.
- Please inquire about the use of the white boards or the smart board.
- Any equipment use must be requested in advance.

Damages/Liability

- The applicant is personally responsible for group meetings, and for any misbehavior, damage, breakage, theft, or misuse of the Library's facilities, and for any costs associated with these violations. The library's public liability insurance does not cover user negligence, nor will it protect the user if a suit is filed against them.
- Permission to use the meeting rooms 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.

Restrictions

- The Library reserves the right to restrict meeting room usage when multiple reservations by a single group or individual unfairly restrict usage by other groups.
- Use of meeting rooms for Library programs and Library affiliated programs takes precedence over use by outside groups.
- Smoking is not permitted anywhere in the building or within 30 feet of the entrances.
- Use of any flames is prohibited, including matches, candles, incense, etc.
- Use of hazardous materials is not permitted.

Cancellations

- The Library reserves the right to cancel any reservation by giving at least 48 hours' notice with the exception of an emergency closing not within the Library's control due to weather, lack of public utilities, or danger in or near the building.
- Repeated cancellations or no-shows by groups or individuals will result in denial of future meeting room usage.

Use of the meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in programs. In making such rooms available, the Library aspires to meet the principles set forth in the Library Bill of Rights.

*Approved by the Riverside Public Library Board of Trustees 6/12/18
Reviewed and approved by the Trustees 3/10/20
Reviewed and approved by the Trustees 8/10/21*



RIVERSIDE PUBLIC LIBRARY MEETING ROOM APPLICATION/WAIVER

DATE OF MEETING: Day of Week: _____ Date: _____

TIME SCHEDULE: Meeting begins: _____ Meeting ends: _____

NAME OF GROUP: _____

PURPOSE OF MEETING: _____

\$25 fee enclosed No fee required

NOTE: Please see policy for *Prohibited Uses and Fees*

MEETING ROOM OPTIONS (see policy for dimensions and capacity limits):

Community Room Program Room Friends of the Library Terrace (evenings only)

ANTICIPATED ATTENDANCE: _____

FURNITURE/EQUIPMENT REQUESTS:

Chairs _____ # Tables _____ (4-6 people/table) wipe-off tablecloths for crafts

laptop projector DVD/Blu-Ray player

microphone lectern white board (with approval)

smart board (with approval)

WAIVER:

I/we the Undersigned hereby waive and release any claims, causes of action, damages or demands I may have against the Riverside Public Library, its Board of Trustees, and employees thereof arising out of or in connection with my use of the aforesaid room. I further agree to defend and hold harmless the Riverside Public Library, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid function. I further agree to assume all responsibility for the conduct and safety of my guests and assume all financial responsibility to make payment to the Riverside Public Library for any damages done to the Riverside Public Library by myself or my guests while in attendance at this function.

I have read and understand the attached Public Meeting Room Policy for the Riverside Public Library and the Waiver, and I will personally guarantee and be responsible for compliance with these rules and procedures.

Name (print): _____ Home/Cell Phone: _____

Address: _____ Email: _____

Signature: _____ Date: _____