

Bunker Hill Public Library District

Meeting Room Policies and Regulations

The Board to Trustees of the Bunker Hill Public Library District offers the use of the meeting room to non-profit civic, cultural, and educational organizations in the area. The primary purpose of the meeting room is to support library functions and to promote the library's programs of service to the community. The fact that a group is permitted to meet at the public library does not constitute an endorsement of the group's policies or beliefs.

The Library Director or Board President/Vice President authorizes use of the meeting room and the Library Director maintains the schedule. If a question is raised as to the objectives and/or activities of any group or organization requesting use of the meeting room, the Bunker Hill Public Library Board of Trustees has the final authority in granting or refusing permission for the use of the room.

The following regulations apply to the use of the meeting room and the Library Director must authorize any departure from them in writing.

A. AVAILABILITY

- 1) Library programs and library-related programs have priority in the use of the meeting room at all times. In the event that the library needs access to the room on a date another group has the room scheduled, the library will give at least a 7 day notice to the scheduled group that another meeting site will have to be arranged.
- 2) The meeting room is available for use by organizations of a civic, cultural, or educational nature but not for religious gatherings, fund-raising, political, or commercial purposes.
- 3) Non-partisan organizations, which do not endorse individual parties or candidates, may be allowed to conduct meetings in the library's meeting room at which candidates for public office will discuss current election issues, provided that all candidates for the same office have been invited.
- 4) Groups of individuals under 18 years of age may use the meeting room provided they are supervised by at least one adult for every ten children in attendance. The adult supervisor will be responsible for any damage.
- 5) Meetings which may disturb regular library functions shall not be scheduled.
- 6) Activities involving more than normal wear and tear on the meeting room will not be permitted, i.e. projects involving materials which might cause damage.
- 7) All meetings shall be open to the public.
- 8) The library reserves the right to change or cancel reservations in emergency situations.

B. SCHEDULING

- 1) An individual representing the group or organization that wishes to use the meeting room must complete the appropriate application providing all information requested on the form.
- 2) Generally, no group or organization may use the meeting room more than once a month. Exceptions may be granted at the discretion of the Library Board of Trustees.
- 3) Groups using the library's meeting room on a regular basis for meetings must reapply annually.
- 4) The meeting room shall be available for scheduled use outside of library hours with the approval of the Library Director and the Board President.
- 5) The meeting room **MUST** be scheduled no less than **seven (7)** days prior to the event.

C. RESPONSIBILITY FOR AFTER HOURS EQUIPMENT

- 1) The representative of the group or organization must submit a copy of their driver's license, a signed copy of these Policies and Regulations, and must have a valid Bunker Hill Public Library card to be issued a key and alarm code.
- 2) The representative of the group or organization is responsible for ensuring that all doors are locked and the alarm is set when the event is finished.
- 3) If there are any issues after hours, the representative who is named on the contract is responsible for contacting either the Library Director or the Board President (named on the contract).
- 4) The representative is responsible for returning the key to the library within three (3) days of the event.
- 5) Failure to return the library key will result in the organization being suspended from using the meeting room services for 6 months and a \$25 fee to be paid immediately.

D. RESPONSIBILITY FOR MEETING ROOM EQUIPMENT AND FURNISHINGS

- 1) No signs, displays, or exhibits shall be attached to the walls in any matter.
- 2) Organizations shall be responsible for the repair/replacement of damaged or missing equipment and furnishings, or damage to the building.
- 3) No material, equipment, or furniture belonging to groups or organizations may be stored on the library's premises.
- 4) The library will not be responsible for any items left on the premises.
- 5) The library will not be responsible for arranging chairs, tables, or equipment for meetings. Groups using the meeting room are responsible for returning the furnishings to their previous arrangement.
- 6) Alcoholic beverages are not permitted.
- 7) Clean up is the responsibility of the group or organization using the facility. A vacuum sweeper will be available if requested prior to the after-hours event.
- 8) Light refreshments or light meals that involve no cooking may be served. The group or organization will supply all equipment and utensils needed for this purpose.

E. GENERAL REGULATIONS

- 1) Neither the name nor address of the Bunker Hill Public Library may be used as the official address or headquarters of a group or organization.
- 2) Admission fees or collections are prohibited at meetings held in the library facilities. The only exceptions are in case of paid registrations, which are necessary to cover expenses for workshops or institutes, or a fee to cover the actual cost of a library sponsored program.
- 3) The Library Director or Board President is authorized to terminate the meeting of any group or groups that violate policies and regulations.
- 4) Smoking is not allowed in any part of the library at any time.
- 5) Any group using the meeting room must comply with the Americans with Disabilities Act (ADA) and are responsible for providing qualified interpreters or auxiliary aids upon request.
- 6) This statement of policy is subject to amendment at any time by the Bunker Hill Public Library Board of Trustees.