

## **Meeting Room Policy**

The meeting room is available to all community groups and organizations whose objectives are cultural, educational, or civic in nature. It is not available for religious services, parties, and other purely social gatherings, money-raising, or commercial purposes.

1. Priority shall be given to meetings sponsored by groups as follows: 1) Library sponsored; 2) Friends of the Library sponsored; 3) library-related meetings; 4) Worth-based organizations sponsored; 5) all others.
2. A written application form (see attached) must be completed at the library and submitted to the Administrative Librarian or his/her designee as far in advance of the meeting as possible.
3. The applicant must be an adult (at least eighteen [18] years of age or older) who resides within the Worth Public Library District boundaries.
4. The Administrative Librarian or his/her designee shall review applications within 10 days of submission and notify the applicant of the outcome.
5. The library is not responsible for equipment, supplies, materials, or personal possessions owned by those sponsoring or attending the meeting and shall be held harmless for all accidents sustained on the premises by meeting attendees.
6. The applicant assumes all legal responsibility for the group's activities in the meeting room.
7. Groups are permitted to use the library's television and VCR. Groups are responsible for any damage to these through misuse or mistreatment.
8. The meeting room is available only during regular library hours. Groups are requested to end meetings 15 minutes prior to the library's closing time. In no case shall meetings continue past the library's closing time.
9. Meeting room capacity is fifty-six [56] persons.
10. All meetings held in the meeting room must be open to the general public. Meetings are subject to the Americans With Disabilities Act of 1990. Any cost related to a special accommodation for a meeting shall be paid for by the group or applicant.
11. No admission fees may be charged or collections taken. Exception: Fees may be charged for any regularly scheduled class or course sponsored by the Library, Village of Worth or Worth Township.
12. Smoking is not permitted in the library building or on library property.

13. Refreshments of any kind are prohibited except at special events sponsored by the Library or Friends of the Library.
14. Children under eighteen [18] years of age must have adult supervision to use the room.
15. Applicants are responsible for setting up tables and chairs. The meeting room must be left in a clean, orderly condition.
16. The meeting itself and the arrival and/or departure of attendees shall not disrupt the ability of the library to conduct its business in a normal and orderly fashion.
17. Use of the meeting room does not constitute endorsement of viewpoints expressed by individuals or groups sponsoring or attending meetings in the meeting room. No advertisement or announcement implying such endorsement shall be permitted.
18. Groups are requested to notify the Library when they cancel a scheduled meeting.
19. Waiver of any rules or prohibitions in this policy may be requested by written application directed to the Board of Trustees and is granted solely at the discretion of the Board of Trustees.
20. If the foregoing rules and regulations are not adhered to by a group using the meeting room, the Board of Trustees reserves the right to withdraw the privileges of the use of the room for any further meetings. Notice of withdrawal of meeting room privileges shall be given at least five [5] days in advance of the next scheduled meeting.

Approved: January 12, 1999  
Revised: December 14, 2004  
Revised: July 8, 2008

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President, Board of Trustees

**MEETING ROOM APPLICATION**

Date: \_\_\_\_\_

\_\_\_\_\_ requests permission to use the meeting room of the Worth Public Library District on the following dates, at the time indicated:

Date	Time	Date	Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approximately \_\_\_\_\_ people will attend. We plan to use the meeting room for the following purposes: \_\_\_\_\_

\_\_\_\_\_

If this group is comprised of children, \_\_\_\_\_ adult sponsors will be present.

We hereby agree to abide by the rules and regulations regarding the use of this meeting room as set forth in the policies of the Worth Public Library District. We indemnify and hold harmless the Worth Public Library District, including its Trustees, Staff, and Volunteers, for any and all accidents which may occur on the premises. We will be responsible for any and all willful and/or accidental damage to the library building, grounds, equipment, and any other library property, resulting from the use of the meeting room. We will end our meeting prior to the library's closing time.

We hereby agree to comply on the announcements related to this meeting with the notice of special accommodation needs as required by the Americans With Disabilities Act of 1990. We are responsible for the expense of any special accommodation.

We understand that we will be notified of the action taken pertaining to this application within ten [10] days of submission of this application.

Applicant's Name \_\_\_\_\_ Applicant's signature \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_