



## Section 4: Administrative Policies

### 4C | Meeting Spaces Policy

#### Purpose

When not using meeting spaces for operational needs, the Library welcomes the use of its meeting spaces for educational, cultural, civic and informational functions of the Roselle community.

#### Priorities

Use of Library meeting spaces will be assigned in the following order to ensure the spaces will be available to benefit the greatest numbers of Library cardholders and Roselle residents:

1. Library-sponsored meetings, programs, and events.
2. Meetings, programs, and events sponsored by the Friends of the Library and the Roselle Public Library Foundation.
3. Local nonprofit-sponsored meetings or programs.
4. Meetings of local organizations engaged in cultural, civic, educational, intellectual, or charitable causes/activities.
5. Meetings of commercial organizations located in the library district or operated by Roselle Public Library cardholders.
6. Meetings of other organizations or groups as space is available.

Groups or organizations qualified under priorities three (3) through six (6) must provide contact information for at least one member who is a Library cardholder or a resident of the Village of Roselle. Exceptions to this requirement may be granted on a case-by-case basis by the Executive Director.

#### Guidelines

1. All meetings held in Library meeting spaces must be open to the public.
2. Groups must comply with the provisions of the Americans with Disabilities Act and are responsible for providing a qualified sign-language interpreter or other available auxiliary

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aids when informed of needs by an attendee at least forty-eight (48) hours in advance of the meeting.

3. Library meeting spaces may not be reserved for social gatherings.
4. Library meetings spaces may be reserved by political candidates, campaigns, or committees for campaign purposes during regular operating hours when the Library is not hosting early voting or election day polling. The use of Library meeting spaces under this policy does not imply or signify the Library's endorsement of a particular candidate, party, cause, or issue.
5. No fundraising, collections, admission charges or other money-raising activities are allowed in Library meeting spaces unless all proceeds go to the Library. However, groups may charge attendees for actual costs of materials used in a program, e.g. workbooks, handouts, supplies. All such fees must be disclosed at the time of application.
6. Meetings that would interfere with normal Library activities, such as those that involve excessive noise or the use of hazardous materials are not permitted.
7. Pets or non-service animals are prohibited, unless involved in a Library-sponsored event or program.
8. The Library's name and contact information may not be used as the address or headquarters for any group using the Library's meeting spaces. Groups may not imply by any means in any form that their meeting is sponsored, affiliated, or endorsed by the Library. Groups may not direct any calls or correspondence, even on a temporary basis, to the Library.
9. Groups using Library meeting spaces may not deny access to any person on the basis of race, religion, sex or gender, age, national origin, or physical or mental disability.
10. Organizations composed of members under the age of eighteen (18) must have a 1:15 ratio of adult chaperones to attendees. Chaperones will assume responsibility for the group's activities.
11. Use of Library meeting spaces is generally free, though deposits may be assessed at the time of booking, and other nominal fees may apply to reserve specific equipment or accessories.
12. In the event a group is found to have caused damage to any meeting space or its contents, any deposit will be forfeit and any additional cleaning, repair or replacement costs will be forwarded to the person(s) on the application.
13. Permission to use Library meeting spaces will not be granted to groups or organizations known to have caused damage to any meeting space or its contents, or known to have caused disturbances or otherwise violated Library policies and procedures in the course of utilizing meeting spaces.

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