



Sandwich Public Library District

925 S. Main Street, Sandwich, Illinois 60548

815.786.8308 • www.sandwichpld.org

Room Use Policy

The Sandwich Public Library District has four rooms available for use by the public:

- Public Meeting Room
- Study Rooms #1 & #2
- Social Gathering Room

In accordance with the American Library Association's *Library Bill of Rights* and its interpretation pertaining to meeting rooms, the Library does not limit use of the meeting rooms based on the subject matter of the meeting or the beliefs or affiliations of the meeting's sponsors. Permission to use Library facilities in no way constitutes an endorsement of any group's faiths or beliefs.

All users are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

COVID-19 ROOM USE MODIFICATIONS:

These adjustments will remain intact until all government mandates and CDC recommendations regarding COVID-19 are lifted.

- Masks are required at all times in all meeting rooms. Masks may be temporarily removed to eat, but must be placed back on immediately when finished.
- All attendees should practice social distancing to the best of their ability when using meeting rooms.
- Capacity limits will reflect current CDC recommendations.

GENERAL GUIDELINES:

- Preference will be given to Library or Library-related groups for use of library facilities.
- Meeting rooms may be reserved by anyone; however, Sandwich Library card holders/residents will be given priority.
- Study rooms are available on a first-come, first-served basis for meetings that are educational, cultural, political, civic, or charitable.
- Reservations are required for the Public Meeting Room for all non-library related programs/events.
- The sale, advertising, solicitation, or promotion of products or services is not allowed in library meeting or study rooms unless previously approved as part of a library event.
- Admission fees, fundraising, and collecting donations are not permitted before, during, or after meetings. Off-site admission fees, pre-payment or post-payment to attend a meeting held at the library are not allowed.
- All non-library related events hosted in the Public Meeting Room must be provided without charge if the event is open to the general public. An exception is made for meetings of staff,

Approved 12/14/21 by the Sandwich Library Board of Trustees

official committees, commissions, and boards of the Sandwich Public Library District, as well as other governmental bodies which may, when permitted by law, be closed to the public.

- Meetings may not disturb the normal operations of the library or pose a safety hazard.
- The library reserves the right to decline room requests that do not meet the spirit of this policy.

HOURS OF AVAILABILITY:

- Rooms are available anytime the library is open during regular business hours. Upon special arrangement, Public Meeting Room availability may be extended up to two hours outside of the library's normal business hours for an added fee of \$50.

FEES:

- The library requires a \$50 deposit for all applicants requesting use of the Public Meeting Room for a non-library related event. This deposit will be refunded in full if the room and equipment are left in good condition.
- The library requires a \$50 non-refundable charge for applications requesting extended Public Meeting Room availability outside of the library's regular hours.

REFRESHMENTS:

- Groups wishing to serve food may *only* offer non-alcoholic beverages and light refreshments.
- Groups must provide and use table covers for all tables when offering refreshments or messy activities.
- Groups are required to furnish their own supplies for refreshment service.

RESERVATIONS & SPECIFICS:

The library reserves the right to cancel any reservation due to unforeseen circumstances, including those which reasonably cause the Director to view the meeting as likely to materially and substantially interfere with the proper functioning of the library or likely to create excessive noise or a significant safety hazard.

- *Public Meeting Room:*
 - Can be reserved up to 3 months in advance, but no less than a week prior to the event.
 - An application is required for outside organizations to reserve this room.
 - A submitted application does not guarantee a reservation. Applications are reviewed and approved by staff, who will contact you for confirmation.
 - Upon special arrangement, the Public Meeting Room availability may be extended up to two hours outside of the library's normal business hours for an additional \$50 fee.
 - Food and drink allowed pending approved application and deposit.
- *Social Gathering Room:*
 - No reservations required.
 - Food and drink are allowed.
- *Study Rooms:*
 - Available on a first come, first serve basis.
 - Comprises a 2-hour time limit enforced only when both rooms are occupied and a new patron requests use.
 - Food and drink are not allowed.

EQUIPMENT AVAILABILITY:

- Tables and chairs are available for all rooms.
- Technology; including a projector, speaker system, and laptop, is available for use in the Public Meeting Room.
 - This equipment may only be managed by library staff. If applicants using the Public Meeting Room require technology, staff will help set up what is needed prior to the event, and manage any technical difficulties that may arise.
 - A staff member will always be present to assist users with technology when the Public Meeting Room is utilized.

PROCEDURES FOR APPLYING A ROOM USE REQUEST:

- Room Use Request applications are available at the circulation desk or on the library website at www.sandwichpld.org.

RESPONSIBILITY OF USERS

- A patron requesting the use of a meeting room must assume legal responsibility for their group's activities in the library. This patron must sign the application and agreement and see that the group follows all of the rules and regulations described in this policy. Any group that abuses the room use privilege shall lose the right to use the meeting rooms.
- The library is not responsible for any accidents that may occur on library property to individuals attending programs or meetings in the library. Organizations using the meeting rooms will be held responsible for any accidents occurring as a result of the group's activities. Meeting room users will be held responsible for any damage to the library building, grounds, or equipment due to negligence or willful misconduct.



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Application for Use of Public Meeting Room

Date of Request: _____

Applicant Information

Name: _____
Last First

Address: _____

Phone: _____ Email: _____

Organization Information

Name of Organization: _____

Phone: _____ Email: _____

Contact Person:
(if different from above) _____

Phone: _____ Email: _____

Room Use Details

Room may be reserved up to 3 months in advance, but no less than a week prior to the event.

Dates Requested: _____

Start Time: _____ End Time: _____ Expected Attendance: _____

Meeting Description: _____

Will light refreshments be served? Yes _____ No _____

Will use of AV equipment be needed? Yes _____ No _____

Library Hours: Monday – Thursday 10am – 8pm • Friday 10am – 5pm • Saturday 10am - 4pm

Disclaimers

- Sandwich Public Library District is a municipal entity; therefore all meetings must be open to public attendance.
- The Public Meeting Room may be reserved up to 3 months in advance, but no less than a week prior to the event.
- A submitted application does not guarantee a reservation. Applications are reviewed and approved by staff, who will contact you for confirmation.
- The sale, advertising, solicitation, or promotion of products or services is not allowed in library meeting rooms.
- The library requires a **\$50 deposit** for all applicants applying for use of the Public Meeting room for a non-library related event. This deposit will be refunded in full if the room and equipment are left in good condition.
- The library requires a **\$50 non-refundable charge** for applications requesting extended Public Meeting Room availability outside of the library's regular hours.
- The Sandwich Public Library District complies with ADA regulations. Accommodations for a disability for any presentation at the library should be made by all groups using these facilities.

Waiver:

I/we the Undersigned hereby waive and release any claims, causes of action, damages or demands may have against the Sandwich Public Library District, 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 Sandwich Public Library District, 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 Sandwich Public Library District for any damages done to the Sandwich Public Library by myself or my guests while in attendance at this function.

I have read and understand the attached Meeting Room Policy and will personally guarantee and be responsible for compliance with them.

Signature: _____ **Date:** _____

Printed Name: _____

Staff Use Only

Approved By : _____ Date: _____

Fee Paid: \$ _____