

Sallie Logan Public Library Meeting Room Policy

Overview

The Sallie Logan Public Library has a Meeting Room with seating for 20 with 4 tables. The primary purpose of this Meeting Room is in support of Library functions, meetings, and programs. The Board of Trustees supports and encourages community use of the Library by offering the Library Meeting Room for public use by organizations engaged in educational, cultural, civic, intellectual and charitable activities but not for social or religious gatherings, fundraising, political or commercial purposes. Meetings or programs which in the opinion of the Library Director are inappropriate to a Library because of noise or other factors will not be permitted. Meetings or programs sponsored by the Sallie Logan Public Library or the Friends of the Sallie Logan Public Library will be given priority in the scheduling of the Meeting Room, after which other requests will be considered by the Director in the order in which they are received. The Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the organization. Use of the Meeting Room does not constitute the Library's endorsement of viewpoints expressed by participants in the program.

Scheduling

Reservations for room use are arranged through the Library Director. A member of the organization must complete and sign a *Request for Use of Meeting Room* form before the meeting.

Application to use the room may not be made more than 12 months in advance.

The Meeting Room is available for use during regular Library hours. Meetings may not begin until half an hour after the Library opens and must conclude no later than half an hour before closing.

Rules and Terms

1. Any damages to the premises or Library furnishings as a result of the meeting will be paid by the group.
2. Food, drinks, smoking, alcoholic beverages or other stimulants are not allowed.
3. The Library is not responsible for arranging chairs, tables or equipment for meetings. Groups using the Meeting Room are responsible for returning the furnishings to their previous arrangement.
4. Admission fees or collections are prohibited at meetings held in Library facilities. The only exceptions are in the 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.
5. No signs, posters, or announcements may be placed anywhere in the building or on the grounds without the express permission of the Library Director. Nothing shall be attached to the walls in any manner.

6. The Meeting Room must be cleaned of all litter and left as it was found at the meeting end.
7. The Library Director or designee is authorized to terminate the meeting of any group or organization that becomes disorderly or objectionable and to deny subsequent use of the room to groups that violate policies and regulations.
8. In the event of a Library building emergency or a weather related emergency, meetings may be cancelled.
9. A projection screen is available in the Meeting Room but the Library will provide no other audiovisual equipment for use during the program.
10. Items may not be removed from the Meeting Room.
11. The organization agrees to indemnify and hold the Library harmless from any suits, damages, losses, and expenses in any manner resulting from or arising out of the organization's use of the room. The Library reserves the right to require a certificate of insurance.
12. Individuals/groups using the Library Meeting Room may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.
13. The Library does not provide storage space for property or supplies of groups using the Meeting Room, and assumes no responsibility for private property brought into the building.
14. All meetings must conform to the Illinois Open Meetings Act.
15. Any group using the Meeting Room must comply with the Americans with Disabilities Act, and are responsible for providing qualified interpreters or auxiliary aids upon request.
16. Library staff will not take or deliver messages for meeting participants.
17. No organization meeting at the Library shall use the Library as its official address or the Library's telephone number for the relay of messages of the organization, except for the Friends of the Sallie Logan Public Library.

Donations for the use of the Meeting Room are greatly appreciated.

This statement of policy is subject to amendment at any time by the Sallie Logan Public Library Board of Trustees.

**Sallie Logan Public Library
Request for use of Meeting Room**

Organization Name: _____

Requester's Name: _____

Address: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Purpose of Meeting: _____

Meeting Date: _____

Start Time: _____ End Time: _____

Number of People Expected: _____

30 maximum

Number of Chairs Needed: _____

20 available

Number of tables Needed: _____

4 available

I have read the Meeting Room Policy and agree to leave the room in a clean and orderly condition as I found it. We agree to pay for the cost of repair or replacement for any damage to the facility or equipment caused as a result of the meeting. The Library is not responsible for damage or loss of materials used or left in the building by the group or organization.

By submitting this request, I am assuring the Library that the above information is correct and that any advance publicity should in no way involve the Library other than as a place of meeting. I realize violations of the rules will result in the cancellation of the meeting and possible repercussions in scheduling future use of the Meeting Room by this group or individual.

Signature: _____

Date: _____

Library Use Only

Date: _____

() Approved () Denied () Confirmation letter sent

Return this form to: Library Director, Sallie Logan Public Library, 1808 Walnut St.,
Murphysboro, IL 62966. Call 618-684-3271 with questions.