

WOODRIDGE PUBLIC LIBRARY

MEETING ROOM POLICY

The primary purpose of the Woodridge Public Library Meeting Room is to meet the operational needs of the Library. The Meeting Room provides a publically accessible site for the Library Board of Trustees to conduct their meetings. The Meeting room is also used for Library and Library sponsored programs and Friends of the Library activities.

When not being used for the above mentioned activities, the Meeting Room may be booked by not-for-profit organizations subject to the following policies, procedures, and requirements.

1. Organizations who wish to use the Library Meeting Room must complete and submit a “Library Meeting Room Reservation Request” form. The person submitting the form must be an active member of the organization, a Woodridge resident and a Woodridge Public Library card holder and be at least 18 years old. This individual will be the primary liaison between the organization and the Library. The person must be present during the meeting. The organization must designate an alternate liaison—possessing the same qualifications as the primary liaison—with whom the Library can work when the primary liaison is unavailable.
2. Reserving the Meeting Room Reservations for the Meeting Room may be made no more than six months in advance of the meeting date. No organization may schedule the Meeting Room for more than six (6) meetings within a twelve (12) month period. If an organization wishes to use the Meeting Room on additional dates, they must wait until one month prior to the desired date to schedule the meeting. If the Meeting Room is not scheduled to be in use by others on that day, the requesting organization may reserve the room.
3. Meetings must be held during regular Library hours and rooms cleared at least 15 minutes before closing time.
4. All meetings must be open to the general public except for closed sessions convened by government bodies in compliance with the Illinois Open Meetings Act. No organization may charge admission to those who attend a meeting or function.
5. Americans with Disabilities Act Requirements Activities held in the Library are subject to the requirements of the Americans with Disabilities Act (ADA). Organizations must comply with applicable ADA requirements when using Library meeting rooms and are responsible for providing and, if necessary, paying for, qualified interpreters or auxiliary aids requested in order to accommodate any person(s) in accordance with such requirements.
6. Clean Up Organizations must provide their own support for the set-up of the meeting room and for clean up after a meeting. Equipment, supplies, and the personal effects of an organization or any of its members may not be left or stored in the Library on a continuing basis.
7. Food and Other Refreshments Use of food and other refreshments at a meeting or function must be approved in advance as part of the room reservation process. Refreshments may not be taken from the Meeting Room. Only light refreshments may be served—beverages, boxed lunches, muffins, cookies, etc.

8. Deposit A deposit of \$50.00 is required for all meetings. The deposit must be received by the Library one week prior to the scheduled meeting date. If the premises are damaged in any way or not cleaned to their original condition, the deposit will be used to compensate the Library for necessary repairs or cleaning.
9. Information about Meetings and Organizations Once a meeting or activity has been approved, public notice will be posted by the Library staff in a designated area of the Library. The notices will include: the date and time of the meeting; the name of the organization; the nature and purpose of the meeting; and the names and phone numbers of the organization's primary and alternate liaisons.
10. Non-Compliance Any organization that does not comply with the policies, procedures, and requirements listed above will not be allowed to use the Meeting Room again.

Approved by Board of Trustees
9/17/97

Note:

The "Library Meeting Room Reservation Request Form" is available online through the Library's Web site and in-person from the Business Manager at the Library. The Library's Business Manager is normally available Monday – Friday from 9:00 a.m. to 5:00 p.m. Organizations wishing to use the Meeting Room may do a preliminary check on the Room's availability by calling (630) 964-7899 and asking for Jack Norton or by emailing him at jnorton@woodridgelibrary.org