

Hinsdale Public Library Meeting Room Policy

Meeting Room Purpose

The meeting rooms of the Hinsdale Public Library are available primarily to support the operational needs of the Library. Activities sponsored or co-sponsored by the Library or a Library-related organization have priority.

Meeting Room Use

The Hinsdale Public Library has two meeting rooms: the Large Meeting Room and the Storytime Room, both on the lower level. This policy applies to those rooms and to any rooms designated as meeting rooms by the Executive Director.

When not being used by Library or Library-related organizations, or by tutors as provided below, meeting rooms may be reserved for other organizations and groups, provided that the group or organization serves Hinsdale residents and that the purpose for which the meeting room will be used is in keeping with the Library's mission. Meeting rooms may be reserved for a given organization or group no more than three times per quarter.

Meetings may be held only during regular Library hours. Meeting rooms must be cleared at least 10 minutes before Library closing time. Groups and organizations wishing to use a meeting room must submit a Library Meeting Room Reservation Request online or with the Library's Office Manager at least 5 business days before the desired date and not more than six months before that date.

All meeting room use must be approved by the Executive Director or his/her designee.

Tutors

Tutors and their students will be allowed to use the Large Meeting Room on a first come/first served basis on school days from 3:00 p.m. to 6:00 p.m. , when the room is not needed for Library use.

Fees

There is no fee for meeting room use.

Damages/Liability

Any individual, group, or organization using a meeting room is responsible for damage to the library building, grounds, collections, or equipment caused by or related in any way to use of a meeting room by the individual, group, or organization, its members, or those attending the meeting. The organization agrees to indemnify and hold harmless Hinsdale Public Library and its Board of Trustees plus the Village of Hinsdale and its officials for any and all liability arising from use of the Library's premises.

Sponsorship or Endorsement

Use of a library meeting room by an individual, group, or organization does not in any way constitute library sponsorship or endorsement. Advertisements or announcements stating or suggesting otherwise are not permitted.

Access to Meetings

All meetings must be open to the general public except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act. No organization or group may charge admission to those attending a meeting or function unless the event is a recognized Hinsdale Public Library fundraiser.

Activities held in the Library are subject to the requirements of the Americans with Disabilities Act (ADA). Groups and organizations must comply with applicable ADA requirements when using library meeting rooms.

Notice of Meetings

Public notice about scheduled meetings will be posted in a designated area of the Library. The notice will include: the date and time of the meeting; the meeting room assigned; and the name of the group or organization. Records are kept in accordance with all applicable federal, state, and municipal statutes.

Rules of Behavior

Those using meeting rooms must comply with all rules of behavior as set forth in the Library's Policies Governing Behavior in the Library.

Appeal Process

Decisions by the Executive Director to deny a request for use of a meeting room or rescind meeting room privileges may be appealed. Such an appeal must be made in writing to the Hinsdale Public Library Board of Trustees not more than 14 days after receipt of notification of the Executive Director's decision. Upon receipt of a written appeal, the Library's Policy Committee will review the matter. This committee will make its recommendation to the Board within 60 days after which the Board will make a determination. The appellant will be notified in writing of the Board's determination, said notification to be made promptly after the Board's determination. The Board's determination is final.

Policy Review and Revision

This document will be reviewed by the Board at least biennially.

Revision Approved and Adopted by the Library Board on 6/27/11.