

Berkeley Public Library

Facility Use Policy

Purpose

In keeping with the American Library Association's Library Bill of Rights, the Berkeley Public Library makes portions of its facilities available as "*designated and limited forums*" for meetings and programs conducted by individuals and not-for-profit groups on subjects of community, civic, cultural, governmental, or educational interest. Rooms are available free of charge on an equitable first-come, first-served basis regardless of the beliefs or affiliations of individuals or groups requesting their use. Programs, classes, or other activities presented by the Library will take precedence over non-Library use of rooms. The Library Board of Trustees will review this Facility Use Policy periodically and reserves the right to amend it at any time.

Permissible Uses

The use of applicable Library facilities will be assigned by the Library Director in priority order to render use of the facility for the benefit of the greatest number of Village residents. Priority for the use of meeting room(s) will be given in the following order:

- 1) Library-sponsored meetings or programs
- 2) Village of Berkeley sponsored meetings or programs
- 3) Friends of the Berkeley Public Library meetings or programs
- 4) Non-profit organization sponsored meetings or programs
- 5) Organizations engaged in educational, cultural, intellectual, civic, or charitable activities
- 6) Other meetings or programs.

The use of meeting room(s) by groups and organizations in categories 4-6 above requires that the meetings must be open to the public and that at least one or more members of the group or organization are residents of the Village of Berkeley.

Prohibited Uses

Prohibited uses as defined in this policy include but are not limited to study rooms, meeting rooms, and open areas.

- Commercial Use- All commercial uses within the Library or at its facilities is strictly prohibited including meetings where an admission is charged.
- Social or Private Functions- All private social gatherings within the Library or at its facilities is also strictly prohibited. Examples of private social gatherings banned by this policy include but are not limited to: bachelor/bachelorette parties, weddings showers, poker games, baby showers, and memorials.
- Political Activity- Although civic organizations, including political organizations, may be eligible to use Library facilities, political rallies or electioneering (the promotion or opposition of a specific candidate for public office or the opposition or support of a question of public policy appearing on a ballot) is strictly prohibited.

Use Regulations

In addition to the regulations listed below, those responsible for using Library facilities are hereby informed that all regulations regarding noise and conduct as defined in the *Patron Use Policy* apply.

- Alcohol is not permitted anywhere on library property.

- Meetings may begin no earlier than 30 minutes after the Library opens to the general public and must conclude no later than 30 minutes before the Library closes.
- All meetings of the types listed above under 'Permissible Uses', numbers 4-6 must be open to the public.
- An authorized representative of the group reserving the room must remain on the premises throughout the period for which it is reserved or until the meeting ends.
- Authorization for Library facility use is limited to the furniture and/or equipment assigned to that room.
- All meetings held at the Library facilities must be free.
- The name, mailing address, website, telephone, fax number, or email of the Berkeley Public Library cannot be used by individuals or organizations for correspondence or conducting business of any kind.
- Any publicity or announcements including email blasts, e-invites, or other electronic communication promoting a meeting at the Library must contain the following disclaimer: *The Berkeley Public Library provides meeting space as a community service. The Library and its Board do not sponsor or endorse these events or the presenting individuals or organizations.*
- Groups and individuals may schedule meetings up to six months in advance. Due to limited availability, groups and individuals are limited to one (1) scheduled use per week on a first-come, first-served basis.

Application Procedure

A security deposit in the amount of \$50.00 is required for use of the types listed above under 'Permissible Uses', numbers 4-6. This deposit can take the form of cash or check (made payable to the *Berkeley Public Library*), and will be returned following an inspection of the room by a staff member.

No reservations can be processed without an application form on file. Completed applications and deposits may be delivered in person, sent via email to mail@berkeleypl.org, or mailed to:

Meeting Room Application
 Berkeley Public Library
 1637 N. Taft Avenue
 Berkeley, IL 60163

Questions regarding meeting room availability and this policy should be directed to the Library Director at 708-544-6017. Applications are reviewed and notice of approval or denial is usually given within one week of receipt of the application. Please note that submitting an application DOES NOT guarantee approval or use of a room. Library personnel will attempt to facilitate the application process, but no event will be considered confirmed until an application form has been received and approved.

Individuals are asked to notify the Library of cancellations at least 24 hours in advance of the meeting, or future facility use privileges may be lost.

The Library reserves the right to cancel the use of the meeting rooms at any time.

Use, Capacity, Set-up, and Care

- Authorization for library meeting room use is limited to the furniture assigned to that room.
- The large community meeting room on the lower level has a maximum capacity of 75 persons.
- Light refreshments (*ex: coffee and cookies*) may be served with prior approval (see application form). Groups must supply their own coffee, cream, utensils and paper goods.

- No food or beverages may be stored in the Library’s refrigerator or freezer.
- Restrooms are available on both levels of the library. Lower level restrooms are wheelchair accessible.

Loss, Damage, and Indemnification

The library is not responsible for theft of or damage to equipment, supplies, materials, or personal possessions owned by those sponsoring or attending any meeting or activity. In the case of vandalism, theft, fire, flood, or other natural disaster, the Library is not responsible for loss or damage to the organization’s property stored within the facility. An organization will promptly pay for any and all damage or injury or loss of Library property which may occur as a result of the use of the facility.

The organization shall indemnify, save, hold harmless, and defend the Library Board of Trustees of the Berkeley Public Library, Cook County, Illinois, members of the Board of Trustees of the Village of Berkeley and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney’s fees in any manner caused by, arising from, or incident to the organization’s use of the Berkeley Public Library’s meeting rooms or other facilities.

Appeal

A person or group denied permission to use a meeting room may appeal such denial at the next regularly scheduled meeting of the Library Board of Trustees. The appeal must be submitted in writing.

REVISED AND APPROVED by the Board on this 24th day of April, 2024. AYES: 7 NAYS: 0

**Berkeley Public Library
Facility Use Application**

Name of Organization _____

Type/Purpose of Organization _____ # Attending _____

Officer/Representative Name _____

Date(s) Requested _____ Time(s) Requested _____

Phone _____ Address _____

Email _____

Will refreshments be served? _____ If yes, describe _____

Additional Information/Notes

Agreement

By signing this application, I am stating that I have the authority to represent the organization named above. I have read the Facility Use Policy for the Berkeley Public Library and all referenced policies, I understand the rules and restrictions governing my use of the room(s), and I agree to abide by these rules. I indemnify and hold harmless the Berkeley Public Library, its Board of Trustees, and all Library staff for any and all accidents which may occur on Library premises.

Signature _____ Date _____

Library Use:

Date Received _____ Received by _____

Approved _____ Not Approved _____

(If not approved, reason)

Deposit received by (staff initials): _____ On (date): _____ Check # (if applicable) _____