

# **Parlin-Ingersoll Public Library**

## **Program Room Policy**

The Parlin-Ingersoll Public Library's Program Room is for library-sponsored programs or meetings. Additionally, the Program Room may be available for use by non-profit organizations sponsored by or composed of citizens or residents of Fulton County for an established custodial fee. All meetings must be open to the public.

The Program Room may be reserved under the following guidelines adopted by the Parlin-Ingersoll Public Library Board of Trustees. The use of the Program Room by a particular organization does not constitute an endorsement by the library of the group's beliefs, policies or programs and the library does not endorse or advocate any position taken by that group.

**1.) Custodial Fee:** Non-profit groups will be charged a minimum custodial fee of \$25 to use the library Program Room. The fee must be paid before the meeting starts. The custodial fee will be assessed as follows:

- \$25 for up to two hours
- \$50 for two to four hours
- \$75 for four to six hours and so forth

**2.) Exemptions:** Library sponsored or co-sponsored programs or events take precedence over all other uses and are exempt from the custodial fee. The library reserves the right to use the meeting room on a full-time basis and to pre-empt previously scheduled meetings by other groups.

**3.) Cancellations:** The library reserves the right to cancel or revoke permission to use the Program Room, due to a change in library hours, in order to use the room for library purposes, or for other appropriate reasons. In such cases, any collected custodial fees will be refunded. At least a 48 hour notice will be given if the library needs to cancel a reservation. Organizations booking the Program Room should notify the library if they need to cancel their reservation, in order to remain in good standing. Organizations which fail to cancel reservations with the library may lose their booking privileges. Meetings may also be cancelled at the last minute, if the library must close due to inclement weather or power outages.

**4.) New Applications:** All organizations requesting Program Room space for the first time are to complete an application form and submit it to the Library Director for official approval. As a general rule, groups must submit the application 14 days in advance of the program date. Groups submitting a new application should reserve the room in person. Only the Director (or authorized personnel) may approve use of the Program Room by new groups.

**5.) Non-Profit Status:** New applicants must supply acceptable documentation to prove their non-profit status. Acceptable documentation is limited to the following:

- Proof of governmental agency status.
- Proof of 501 (c) (3) status, under the Internal Revenue Code.
- Proof of affiliation with a chartered state or national organization.
- Proof of articles of Incorporation of not-for-profit status issued by the Illinois Secretary of State, under Illinois' not-for-profit corporation laws.

**6.) Reservations:** The Program Room may be reserved in person or over the telephone by established organizations that have an approved application on file. It is the responsibility of the organization using the Program Room to ensure that each particular date has been reserved by said organization. Only the Director and authorized personnel may schedule the room.

**7.) Maximum Number of Uses:** As a general rule, groups may not use the Program Room more than once per month and total annual use by any one organization for any reason may not exceed 10 times per year. No group may use the room for weekly meetings that run more than four consecutive weeks in a row.

**8.) Available Hours:** Meetings may be held only during regular weekday library hours. Meetings may not begin before opening hours or extend beyond closing hours and all attendees must be out of the building at closing time.

**9.) Youth Groups:** Youth groups (persons younger than college age) must make arrangements to have an appropriate adult supervisor (21 or older) who will be responsible for the group and will be in attendance at the group's meeting for its duration.

**10.) Petitions:** At no time may petitions be prepared, circulated or solicited for signature in the library building or the immediate areas surrounding entrances and exits to the library. This activity may not disrupt library operations or create unsafe traffic patterns on the library's sidewalks or parking lot. When the library serves as a polling place, all federal and state laws, rules, and regulations related to campaigning at a polling place must be upheld.

**11.) Damage and Cleanup Responsibility:** Organizations holding meetings assume responsibility for reimbursing the library for any damage that may occur to the building, furniture, carpeting or equipment during the meeting. Organizations and individuals will be assessed the full cost of any necessary cleanup or replacement costs. Groups or organizations using the facilities are expected to leave them in the same condition in which they found them. The Program Room user(s) is responsible for any and all events which transpire or damage which occurs while the meeting room is being used in their name, regardless of cause. If the room requires extensive cleanup by library personnel after a meeting, a group may be charged an additional \$50 cleanup fee, with or without an initial warning. At the Director's discretion, a \$100 damage deposit may be collected before the start of a meeting, in addition to the custodial fee. The deposit will be refunded

if no damage is incurred.

**12.) ADA Requirements:** Outside groups must comply with ADA regulations.

**13.) Waiver of Liability:** The library does not assume any responsibility for personal belongings, organizational equipment or any other liability connected with the use of the Program Room.

**14.) Admission Fees and other Solicitations:** Groups may not charge an admission fee; solicit any donations, gifts or gratuities; or conduct fundraising activities from the general public, in connection with the use of the Program Room. The library may choose to charge a cost-recovery fee for certain types of library-sponsored programs at the discretion of the Director and/or Board of Trustees.

**15.) Room Set-Up Assistance:** The library does not provide porter service for carrying supplies or equipment nor personnel to assist with the set-up of the room nor personnel to operate audiovisual equipment.

**16.) Smoking, Food and Beverages:** Absolutely no smoking or use of any tobacco products or alcoholic beverages is permitted on the library premises or on library grounds within 15 feet of the entrance. Consumption of food should be approved in advance by the Library Director. As a general rule, preparation of food with electrical equipment is not permitted.

**17.) Piano Use:** The piano in the Program Room is not available for use by individuals for practice or other purposes.

**18.) Use of Mailing Address or Telephone:** Organizations or groups using the Program Room may not use the Library as a mailing address or the library telephone number for the relay of messages to these groups or members when in attendance at meetings. The library will not register individuals for any meeting, unless the library is sponsoring the meeting.

**19.) Advertisements and Disclaimer:** The use of posters, press releases, flyers and other promotional materials to advertise meetings at the library should be approved in advance by the Library Director. Unless sponsored or co-sponsored by the library, no signs, posters or announcements may be placed anywhere in the library building. In the event any advertisements of any kind are produced and distributed, organizations and individuals must include the following statement in bold face type in the advertisement, poster or flyer: "This program is not sponsored by the library."

**20.) Disruptive Meetings:** The library reserves the right to revoke permission to use the Program Room as a result of any prior disorderly, disruptive or inappropriate behavior.

**21.) Babysitting Services:** Meetings will not be allowed to interfere with normal library operations. Therefore, the library will not provide babysitting services to young children

who accompany their parents to meetings or programs. An adult must be available to supervise young children in any other area of the library.

**22.) Capacity and Seating:** There are approximately 45 folding chairs and six folding tables available for use in the Program Room. This room can accommodate comfortably up to 60 people for meetings requiring audience seating and about 42 individuals requiring table seating. Attendance may not exceed 75 individuals (per fire regulations), including standing room only.

**23.) Rental Rates for Educational Classes:** Any educational institutions and non-profit organizations will be charged a \$50 per hour rental rate, whenever using a room to present certain types of educational classes or training. This type of educational course includes, but is not limited to, tuition-based formal education classes; fee-based continuing education courses; job-skills or career development training; in-service staff training for any type of organization; and so forth. This provision does not refer to non-profit organizations that are providing free training to volunteers (e.g. Red Cross first aid training). In these cases, the groups will still be charged the \$25 per two-hour fee.

**24.) Library Exits:** Program Room users must use the front doors to enter and exit the building at all times. Organizations may lose privileges, if they use any means or device to block open any library exit.

**25.) Social Gatherings:** Gatherings or get-togethers of a purely social nature, or by families or groups of people for the primary purpose of socializing, are not permitted (e.g. birthday parties, family reunions, etc). Library-related social events are exempt.

**26.) Individuals:** Individuals, who are not affiliated with any established local, state or national organization, may not book the room for any purpose.

**27.) Book Sales and Signings:**

**27. a.) Programs Involving Book Signings:** On a selective basis, the library may choose to co-sponsor programs by authors, which also involve a post-program book signing, if they meet the three following criteria:

- 1.) The book is written or illustrated by a current or former Canton school district resident; or, the book is published by a major publisher and their associated imprints; or, the book is a non-fiction title on a topic of local and/or historic interest.
- 2.) The author will be presenting a well-developed, informative program of widespread interest about the subject of the book before the book signing.
- 3.) The book meets an above-average level of quality.

**27. b.) Author's Fair:** Other requests for individual book signings, that do not meet the above criteria or that the library chooses not to develop a program around, may be accommodated through an "Author's Fair." The library will maintain an informal list of book signing requests. If, and when, there is sufficient interest expressed, the library may choose to sponsor an "Author's Fair," in which various authors from the general area are invited to sign and sell their books. Authors must handle all aspects of the book sale (e.g. promotional materials, collecting money, making change, etc.).

**27. c.) Book/Media Sales:** The library will not sell books/media for any author/performer, or permit the sale of books/media by authors/performers, on the library premises, unless this is in connection with a program sponsored by the library, in which his/her book/media is offered for sale and, then only at the time of the event. The sales promotion can only be made at the conclusion of the program. The author/performer is responsible for all handling of the monies including making change. The library may elect to collect a percent of sales for sponsoring the sale, if the author/performer is paid to present the event.

Over the counter sales of any book is strictly limited to books developed by Spoon River Reads, if the library is a primary sponsor.

**28.) Revocation of Privileges:** Any violation of any one or more of the following regulations may result in the temporary or permanent revocation of Program Room use privileges.

Parlin-Ingersoll Public Library

Application for Program Room Use

- This form must be signed and submitted before the use of the room is permitted.
- The applicant acknowledges reading and understanding the library's Program Room Policy and is aware of the fees involved.
- All meetings or programs must be open to the public.

Name of Organization: \_\_\_\_\_

Purpose of the Meeting: \_\_\_\_\_

Estimated Number in Attendance: \_\_\_\_\_

Name of Officer or Contact Person: \_\_\_\_\_

Phone Number of Contact Person: \_\_\_\_\_

E-mail of Contact Person: \_\_\_\_\_

Date or Dates of Meetings: \_\_\_\_\_

Program Time: Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Comments on Meeting Times: \_\_\_\_\_

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I have read or been informed of the policies governing the use of the library program room, and I accept responsibility to see that the organization I represent abides by the established rules and regulations.

\_\_\_\_\_  
Signature of Contact Person