

HARVEY PUBLIC LIBRARY DISTRICT FLEX ROOM USAGE POLICY

ELIGIBILITY, AVAILABILITY, & USE:

The Harvey Public Library District provides a flex room (large meeting space) available for library programs and events and for use by members of the public.

The primary purpose of the Flex Room is in support of library functions, meetings, programs and events. The Flex Room may be made available for use by members of the public, subject to and in accordance this Policy, its procedures and requirements, and applicable rules or regulations of HPLD. HPLD believes that access to information is essential. In support of that mission, HPLD strives to provide the community and its patrons with an accommodating environment for the dissemination, exchange, and evaluation of information, ideas and points of view on current and historical issues.

Priority for the Flex Room is given first to Library functions, programs, meetings or activities, or Library-sponsored or co-sponsored functions, programs, meetings or activities, or if circumstances at the Library so demand or require library use.

Priority for Flex Room reservations and usage is then given in the following order to:

1. Library-related organizations such as Friends of the Library;
2. Local government agencies or entities serving the HPLD community;
3. Harvey not-for-profit community organizations operating as a 501(c)(3) and engaged in intellectual, charitable, civic, cultural, and/or educational activities;
4. Harvey residents;
5. Harvey businesses for non-commercial purposes, i.e., need for space to conduct a meeting;
6. Nonresidents and all other patrons or users.

The Flex Room may be made available for use **during regular library hours is at no cost to the Harvey residents, library-related organizations, local government entities serving the HPLD community and Harvey not-for-profits community organizations**, except for charges for cleaning and damages caused to the room or library property during or that arise from the activities held other than ordinary wear and tear.

The Flex Room may also be made available for use **during regular library hours to any non-residents, outside organizations, and all other patrons or users for a fee of \$100.00**, and if applicable, for charges for cleaning and damages caused to the room or library property during or that arise from the activities held other than ordinary wear and tear.

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No social events are permitted *during* regular library hours.

Flex Room may be made available *during* regular library hours for up to two (2) hours.

The Flex Room may be made available for reservation and use during the following times:

Monday through Thursday	10:30 a.m.-7:30 p.m.
Friday	10:30 a.m.-3:30 p.m.
Saturday	10:30 a.m.-3:30 p.m.

The Flex Room will be made available for use in order of priority and then by date of reservation or application in accordance with this Policy.

The Flex Room may be made available for use ***after regular library hours*** for up to 4 hours at a small fee of **\$50.00/hour** for all HPLD residents, library-related organizations, local government entities serving the HPLD community and Harvey not-for-profits community organizations and for **\$100.00/hour** for non-residents and all other patrons or users. Applicable fees are due at the time of application.

Reservations and/or applications for Social Events in the Flex Room may be accepted only for the following dates and during the following hours:

Friday	5:00 p.m.-9:00 p.m.
Saturday	5:00 p.m.-9:00 p.m.
Sunday	2:00 p.m.-7:00 p.m.

The Flex Room may not be used for:

1. The transaction of commerce or for meetings, programs, or events (including without limitation, workshops or seminars) involving the sale, advertisement, endorsement, solicitation, or promotion, whether directly or indirectly, of commercial products, services or goods immediately or at a future time. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services.
2. Fund-raising activities, except for those that result in a direct benefit to the Library, are Library-sponsored or co-sponsored, or that are by Library-related organizations such as Friends of the Library, and have received prior approval of the Library District.
3. Activities that are illegal or prohibited under any HPLD rules, regulations or policies, or any federal, state or local laws.

All meetings, programs, events and/or activities in the Flex Room, or any portion thereof, must be free of charge. Fees may not be charged to attend or participate in activities in the Flex Room or portion thereof or on library property, nor may any person sell their wares or services

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and donations or other money may not be solicited or collected, either immediately or at a future time, except as otherwise permitted in this Policy. Library sponsored or library-related organizations such as the Friends of the Library may have special sales, promotions or events in the library.

Permission to use the Flex Room does not constitute HPLD's sponsorship or endorsement of the users or their policies, beliefs or viewpoints. Any individual, group or organization using the Flex Room may not use any advertising or other publicity materials which imply that the meeting, program, or event is sponsored, co-sponsored, endorsed or approved by HPLD.

Any written, electronic or any other broadcast publicity about the meeting, program or event must include the following disclaimer: *The Harvey Public Library District provides a Flex Room (meeting) space as a community service. The Library neither sponsors nor endorses this event nor the presenting individual(s), group, or organization(s).*

Groups or organizations holding a program, meeting or event in the Library may not use the Library as a mailing address or telephone number. The telephone facilities of the Library shall not be available to persons, groups or organizations holding a program, meeting or event in the library building.

The number of persons in the Flex Room may not exceed the established room capacity.

Flex Room Maximum Occupancy is 200.

All use of the Flex Rooms, or any portion thereof, is governed by policy established by the Library Board of Trustees and applicable rules or regulations adopted by the Library District.

HPLD's **Code of Conduct** and **Rules of Conduct** applies to all persons using the Flex Room, or any portion thereof.

If a program, meeting or event is held during regular library hours, such program, meeting, or event must be open to the general public regardless of race, color, religion, sex, national origin, ancestry, age (40 years and over), order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from the military or other protected class, category or any reason prohibited by law, except for closed sessions by local governmental bodies in compliance with the Illinois Open Meetings Act..

HPLD complies with the Americans with Disabilities Act by making reasonable accommodations for persons with disabilities and all users holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

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All trash must be deposited in the proper receptacles housed in the Flex Room, or any portion thereof, used for the program, meeting or event. Individuals, groups and/or organizations using the room are responsible for the removal and disposal of any garbage/trash generated during the meeting, program or event.

Excessive noise or disruption to the functions of the Library or that disrupt other users of the Library are not permitted. If the noise level disrupts Library functions or other users of the Library, or Library staff or functions, the individuals causing the excessive noise or disruption shall be removed from the Flex Room or the Library.

Storage is not available before or after room use, and the Library is not responsible for the safety or loss of or damage to personal property or for any personal property left in the room or facility. Exceptions may be made for library sponsored groups on approval of the Library Director.

Items left unattended shall be removed. Any unclaimed items, to the extent practical, will be left at the Circulation Desk's ***Lost & Found***.

Misuse of or damage to the Flex Room or Library property shall result in the loss of room privileges.

Destruction or defacement of the Flex Room or Library property will not be tolerated and the signing applicant room user agrees to bear, and pay for, the cost(s) of any damage to the Room or any library property. A police report will always be filed in the event of such an occurrence.

HPLD reserves the right to determine and approve flex room use, availability, and eligibility, or any portion thereof, and to cancel, reschedule or reassign all reservations or arrangements or to pre-empt use of the room, or any portion thereof, at its discretion with or without cause, reason or liability. The Library does not post signs about such cancellations.

HPLD reserves the right to limit reservations due to high demand of the Flex Room, or any portion thereof, or to promote the accessibility of the flex room, or any portion thereof, to a variety of users.

HPLD reserves the right to revoke Flex Room privileges if, in its sole discretion, the behavior or activities of the individual, organization or group is disorderly, fails to comply with HPLD policies, rules or regulations, disrupts or interferes with Library's operations, services, or mission, or endangers participants, Library staff, patrons, or property, and/or the community.

HPLD reserves the right to alter, amend, modify, or otherwise change this policy at any time, with or without advance notice.

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APPLICATION PROCESS:

Reservations for the Flex Room, or any portion thereof, must be completed by a Harvey resident who is **21 years old or older** with a valid Harvey Library card in good standing and state or government issued photo identification.

Reservations for the Flex Room or any portion thereof, must be completed by non-residents or other users by a person or authorized representative of the group or organization who is **21 years old or older** with state or government issued photo identification.

The person or representative who signs the application must be present for the duration of the scheduled use of the Meeting Room.

Room reservations or usage cannot be made, assigned or transferred by one individual, organization or group for use by another individual, organization, or group.

Individuals, groups and/or organizations may not reserve the flex meeting rooms, or any portion thereof, for more than 12 meetings in any one 365-day period. The use of the flex meeting rooms, or any portion thereof, by Harvey groups shall be subject to the following restrictions:

The Flex Room, or any portion thereof, may be reserved during the following periods, but must be booked not sooner than *21* days in advance.

RESERVATIONS:

1. The person reserving the room must choose from standard set-up and equipment options as outlined on the reservation form at time of application and may not change set-up once the reservation has been confirmed. Special set-ups are not available.
2. Room reservations are not final until the signee receives confirmation from the Library and has paid any applicable fees by money order or certified funds.
3. Submission of an application constitutes the signee's agreement that the signee and attendees will comply with this Policy and all HPLD rules, regulations, and policies regarding responsible use of the Flex Room, or any portion thereof, and the library building.
4. Access to the Flex Room or any portion thereof, will not be granted before the agreed start time of the reservation and must be vacated at the end of the scheduled program, meeting or event, or at least 30 minutes before the facility closes which comes first. Failure to timely vacate will result in the assessment of additional fees as set forth in the Policy, revocation of Flex Room privileges or both.

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5. Once the Flex Room reservation has been confirmed, the reservation will be honored unless the group violates any of the conditions, rules, regulations or policies applicable to the use of the room and/or as provided in this Policy.

6. If equipment has been reserved, a brief orientation will be provided by library staff at the start of the program, meeting or event. Library staff will not be available to operate equipment for the duration of the program, meeting or event. Signee agrees to bear and pay the cost for any damage caused library equipment or property arising out of the usage by the signee or any attendees or participants.

7. Any group or organization that does not use the Flex Room, or any portion thereof, as scheduled, or that fails to cancel the reservation at least 24 hours prior to the scheduled event, will be assessed a cancellation fee of \$100.00 and may lose future meeting room privileges.

EQUIPMENT /SET-UP:

The following equipment is available for rent or use in the Flex Room. Equipment is available on a first come, first serve basis and must be listed on the application.

Regular set-up:

4 tables

20 Chairs

For special set-up: during library hours

Base set-up \$30.00 for residents

Base set-up \$60.00 for non-residents

FEES / CHARGES:

1. Fees are due at the time of registration unless noted by authorized Library Administration and must be paid **by money order or certified funds only—no exceptions. No cash is accepted.**

2. A reservation and/or registration will not be confirmed for any usage after regular library hours and/or for any social functions or events until the fees are fully paid and an application is completed and submitted in accordance with this Policy.

3. Room Reservation: There is no fee to reserve the Flex Room for HPLD residents unless using the room, or any portion thereof, after regular library hours for programs, meetings, or events and/or for any social functions. The fee for such reservations after hours or for social function is \$50.00/hour due at the time of application.

4. A \$50.00 deposit required at time of application.

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5. Extended Use of Flex Room: If a room, or any portion thereof, is not vacated at the agreed upon time, the signee shall pay \$25 for each additional 15 minutes of use of the room.
6. Room Occupancy after Library Closes: A \$100 fee will be charged if occupants are still in the room, or any portion thereof, after the Library closed unless waived by authorized Library Administration.
7. **Cancellation Fee: The Signing Applicant shall pay a fee of \$250.00 if the reservation or event is cancelled within 2 weeks of the date of application. Applicant will lose \$50.00 deposit. Applicants can reserve another day and reschedule for up to 3 months and deposit is then refundable once usage of the room is occupied.**

The Library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

GENERAL RULES & REGULATIONS:

The person who signed for the room is responsible for ensuring compliance with the established room capacity limits.

Any groups composed of members or attendees under the age of 18 years must have an adult sponsor in attendance at all times for the duration of the group's meeting, program, or event.

Craft materials or supplies, including, but not limited to, any glitter, paint, glue, adhesive, or glue guns or wood burning tools, are not permitted in the Meeting Rooms.

No tacks, nails, glue, tape or any other materials are to be placed in or on any doors, walls, windows, furniture or fixtures.

Smoking, including without limitation, the use of e-cigarettes, and food or beverages are not permitted in the Meeting Rooms.

The person who signed for the room is responsible for ensuring the room is left in good clean condition upon vacating and for vacating on time.

Furniture may not be brought into or removed from a Meeting Room.

Hazardous materials, incendiary candles, or materials or equipment that, in the judgement of the Library Director or his/her designee, may be potentially dangerous to participants, Library staff, patrons, or property are not prohibited.

Animals, other than service animals necessary for a disability, in the library is prohibited, except as authorized by the Executive Director.

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Library personnel must have access to the Meeting Rooms at all times. The Library retains the right to monitor all activities conducted on Library premises to ensure compliance with Library rules and regulations.

Signs, posters or displays promoting the meeting may not be placed anywhere in the Library or on Library property without permission of the Library Director.

Before leaving the Library, the signing applicant user must notify an authorized Library staff member that the meeting or event has concluded. A walk through inspection will then be conducted by an authorized Library staff member who in turn must sign off that the room is in satisfactory condition.

EQUAL OPPORTUNITY:

The Flex Room is available on an equitable basis to community groups regardless of the beliefs or affiliations of the persons, groups, or organizations. The Harvey Public Library District Flex Room will be available to reasonably accommodate all citizens, regardless of race, color, religion, sex, national origin, ancestry, age (40 years and over), order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from the military or other protected class, category or any reason prohibited by law. However, the Library does not guarantee availability to any individual citizen, group, or organization.

REVOCAION OF ROOM PRIVILEGES:

Failure to abide by the procedures and requirements set forth in this policy and applicable HPLD rules and regulations will result in a possible charge of additional fees or charges, revocation of Flex Room privileges or both.

LIABILITY

The signing applicant user and any individuals, organizations, or groups using the Flex Room or any portion thereof, shall indemnify, defend and hold harmless the Harvey Public Library District, its officers, employees and agents, from and against any and all losses, damages, claims, suits, actions of any kind, costs and expenses relating to injury or death of any person(s), or damage to property arising or resulting from any act or omission of the individual, organization, or group or such users' employees, agents, representatives, guests, invitees, or attendees to the extent such losses, damages, claims, suits, actions, costs and expenses arise from or are in connection with or relate to the individual, organization, or group's use of the meeting room or library facility.

The signing applicant user is further responsible for discipline and reasonable care of the Flex Room, or any portion thereof used, and must assume legal responsibility for the group or organization's activities in the library. It is the signing applicant user's responsibility to ensure participant and attendee compliance with Library policies, rules, and regulations. The signing

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applicant further user agrees to pay for any damage to the room or Library property during the period of use and until the room is vacated. The Library reserves the right to charge the signing applicant user if additional cleaning or repairs are needed.

A charge will be assessed for any special cleaning or repairs made necessary by a group or organization and/or its program, meeting or event. The full cost of repairs, up to full replacement costs of damaged library materials and equipment will be assessed against the individual, group, or organization requesting and signing for the use of the flex room or any portion thereof.

APPEAL PROCESS

An individual, organization or group that has been denied permission to use the Library District's Flex Room, or any portion thereof, may file an appeal to the Library Director in writing. The Library Director will respond in writing within five (5) business days, or if the Library Director and the individual, organization or group filing the appeal agree in writing to extend the time for a response, for a period of not more than 5 business days from the original due date. If the individual, organization or group believes that the Library Director's response is unsatisfactory, he/she may appeal to the Board of Trustees at the Board's next regularly scheduled meeting by submitting a written appeal, together with any and all written documentation in support of the appeal, to the Library Director at least five (5) business days prior to the next regular Board Meeting. The Board of Trustees will review the written appeal and make a determination about the appeal at that regularly scheduled meeting. If the individual, organization or group is not present at that meeting, he/she will be informed of the Board's decision within five (5) business days of the meeting. The decision of the Library Board of Trustees is final.

The Board aims to resolve all patron issues in a timely manner.

I DO agree to these terms and conditions.

Signature

Date

***I DO NOT agree to these terms and conditions.**

Signature

Date

**(non-agreement to these terms and conditions forfeits your use of the Flex Room or any portion thereof).*