



SER 9

USE OF MULTIPLE-PURPOSE ROOMS

Goal and Purpose of the Antioch Public Library District

The goal of the Antioch Public Library District is to provide a quiet, peaceful environment for, and the materials conducive to, the acquisition of knowledge.

POLICY STATEMENT

1. It is the Policy of the Antioch Public Library District to make its meeting room available to non-profit organizations for educational, cultural, intellectual or charitable activities that are clearly and unequivocally consistent with the goal of the Antioch Public Library District. Use of the meeting room for any activity inconsistent with the Library District's purposes will be denied or terminated.
2. Use of the meeting room for commercial purposes is prohibited.
3. Use to promote or oppose a specific candidate for public office or to promote support of, or opposition to, a question of public policy appearing on the ballot is prohibited.
4. All events or meetings shall be open to the public.

DEFINITIONS AND EXCEPTIONS

1. A commercial purpose is defined as the ultimate intent to engage in or promote a transaction in which products or services are sold. Any attempt to make attendance at any function contingent upon provision of the attendees' names, addresses and/or telephone numbers, to require or suggest attendees to sign-in at the door, or to collect addressed invitations at the door shall be considered as subjecting the attendee or prospective attendee to future solicitation for a commercial transaction, thereby placing such activities into the category of use for a commercial purpose.
2. Notwithstanding any contrary provision herein: (a) clubs or organizations may accept the names, addresses and/or phone numbers voluntarily given by persons who wish to obtain information about membership and/or activities; and (b) commercial activities associated with a Library-sponsored function, including, but not limited to, fundraising by the Friends of the Library are not prohibited.

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RESERVATION OF SPACE AND APPLICATION FOR USE

1. Reservations for the use of a meeting room shall be made with the library Director or his/her designee and will be subject to approval by the Board of Library Trustees. Any denial or use may be appealed to the Board of Library Trustees in writing and, if upheld, the reason for denial shall be explained in writing.
2. A person applying for use of a meeting room must have a valid Antioch Public Library District Library Card and provide his or her name, address and phone number. The applicant shall be considered the person responsible for the use of the meeting room.
3. The applicant shall provide the name of the organization requesting use, the date and time desired, the expected number of attendees, and the purpose of the meeting or gathering on the Application Form provided by the Library District. In determining whether to approve or deny an application for use, the Library District shall take into consideration the following:
 - a. Whether the purpose of the meeting or event is consistent with the District's goal.
 - b. Whether the applicant represents a non-profit organization that meets the District's Policy regarding use.
 - c. Whether the applicant's prior use of a meeting room resulted in damage to the Library District property.
 - d. Whether the proposed use will substantially or unnecessarily disrupt the staff's efficient operation of the Library District for patrons not attending the meeting or event.
 - e. Whether the applicant previously failed to comply with this Policy.

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- f. Whether the meeting dates or times requested conflict with the Library District's schedule of use of the meeting room or other planned Library activities, or with another organization's approved and scheduled use of the meeting room.
4. Each applicant shall sign an agreement holding harmless, indemnifying and agreeing to defend the Library District, its officers, agents, volunteers and employees from and against all claims, lawsuits, damages, causes of action, judgments, settlements, losses, costs and expenses, including attorneys' fees, arising from injury, death, property loss, damage or theft sustained by any person or entity resulting from or related to the use of the meeting room, the library building or its grounds, including the parking lot for its event or meeting.
5. The applicant shall provide the organization's Certificate of Insurance naming the Antioch Public Library District, its officers, agents, volunteers and employees as additional insured evidencing the provision of comprehensive general liability insurance in amounts sufficient to cover the indemnification required. Waiver of insurance requirements shall be granted by the Board of Library Trustees in the case of users unable to supply such insurance based on a determination of the risk involved.
6. A deposit of \$50 for the Eide room and \$25.00 for the Conference and Spiering rooms shall be submitted at the time the application is made for the use of a meeting room. If a meeting room is left damaged or badly soiled after use, the deposit shall be applied to the cost of repair or cleaning and the remainder will be billed to the user; otherwise, the deposit will be returned upon the request of the applicant.

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PRIORITY OF USE

1. Library-sponsored activities shall be given priority of use and scheduled events of other organizations may be cancelled to accommodate them. The Library will provide reasonable notice of such cancellation.
2. Applications for use shall be subject to the following priorities:
 - a. Library District and friends of the Library meetings, events or activities.
 - b. Non-Profit organizations located within the District and serving the District.
 - c. All other non-profit organizations.
3. The Library shall not reserve the Eide meeting room on a weekly, monthly or any other consecutive basis for any organization. The conference rooms may be booked consecutively.

REGULATIONS REGARDING USE

1. The meeting room may be used only during hours that the Library is open (9:00 a.m. to 9:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. on Friday and Saturday, and 1:00 p.m. to 5:00 p.m. on Sundays from September to May.) All events must be terminated fifteen (15) minutes before closing. The building must be vacated promptly. Cancellations of meeting room use must be received by the Library Director at least twenty-four (24) hours prior to the date and time scheduled, except that, in emergency situations, every effort must be made to cancel use at the earliest possible time.
2. Permission to serve refreshments or for the use of audio-visual materials must be obtained in advance from the Library Director or his/her designee.
3. Users must comply with all applicable provisions of the Americans with Disabilities Act, including providing a signer when requested.

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4. The Fire Department regulations state that the maximum number of persons allowed in the Eide room is 120, in the Spiering room is 20, in the Conference room is 20 and in the Study room is 5.
5. Although names and addresses of attendees may not be solicited, organizations may leave information or business cards at the rear of the meeting room for the benefit of attendees.
6. Organizations must ensure that attendees comply with all rules and regulations of the Library District regarding behavior on the premises including, but not limited to, care of District property, use of prohibited substances, dress and decorum.

REGULATIONS REGARDING ADVERTISEMENT OF EVENT OR MEETING

Copies of any flyers, brochures, posters or advertisements of the meeting or event and materials to be distributed at the meeting or event must be provided to the Library at least two (2) weeks prior to the date of the meeting or event and must comply with the following regulations:

1. A telephone number must be provided so that person interested will be able to obtain information without contacting the Library.
2. The material must contain the following statement: "The Antioch Public Library District neither sponsors nor endorses this (meeting/event) nor the presenting individual or organization."
3. The material must state that the public is invited to attend.
4. The material must not promote the products or services of any company.
5. The material must indicate compliance with the Americans with Disabilities Act.