

Meeting Room Policy

Purpose

The Tinley Park Public Library provides meeting rooms as a limited public forum to support the cultural, educational, informational, and recreational needs of the community.

Library meeting room use will not be denied to any person or organization because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, unfavorable discharge from military service, political affiliation, physical challenges, or any characteristic that is currently protected by applicable law. The Tinley Park Public Library Board of Trustees subscribes to the tenets of the Library Bill of Rights, which states in part: Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Use of the Library meeting room does not constitute the Library's endorsement of the philosophies, practices, or viewpoints of presenters, participants, or attendees. Priority use of all meeting rooms is given to Library-sponsored meetings or programs.

Eligibility

In addition to Library-related programs, the following groups may use the meeting rooms for cultural, civic, and informal education purposes:

- non-profit organizations
- local condo and townhome associations
- other non-commercial meetings

Meeting rooms may be reserved only by a person, eighteen (18) years of age or older, with a current Tinley Park Public Library card in good standing. For non-profit organizations, government entities, and townhome associations, in addition to having a Tinley Park Public Library card in good standing, the person making the reservation should be an authorized representative of the organization or association with the ability to produce proof of such authority.

It is the responsibility of this contact person to be present at the time of use to ensure compliance with this policy. This contact person is responsible for the willful or accidental damage of the Library building, furniture, grounds and equipment, or materials.

Groups must be larger than fifteen (15) people to reserve the room.

Groups primarily composed of minors under the age of eighteen (18) must always have adult supervision. A ratio of **at least (one) 1 adult for every five (5) minors** is required.

Reservation Procedures

- Reservations for the meeting room must be made no sooner than thirty (30) days before the requested date, and no later than seven (7) days before the requested date.
- A completed application is required before a reservation is confirmed.
- Applications shall be approved by a qualified representative of the Tinley Park Public Library.
- Room setup requests must be included on the application; setup cannot be changed the day of the event except by Library staff.

Fees

- No fees will be charged to the Friends of the Tinley Park Public Library, to any Library-sponsored group, to qualifying non-profits, nor to local, federal, and state government agencies. The Library reserves the right to request sufficient proof of non-profit status.

Appropriate Use and Restrictions

Reservations are not private—all meetings must be open to the public. Additionally, meeting rooms may not be used for:

1. gambling activities, including but not limited to bingo, raffles, and games of chance for monetary prizes or other items of value;
2. political rallies, campaigning, or electioneering;
3. private and social functions, which are defined as a function solely for entertainment through companionship with friends or associates including but not limited to weddings, showers, anniversaries, card parties, birthday parties, and social club parties;
4. commercial functions, including but not limited to sales presentations of any kind;
5. film screenings that are not Library-sponsored programs or events;
6. any other activity that materially or substantially interferes with the ordinary functions of the Library and/or may cause excessive noise; creates safety hazards or security risks; creates threats to public health, safety, or property; or violates the Library's Patron Behavior Policy.

Individuals and groups may not charge admission nor solicit or require donations for their meetings. No goods or services may be solicited or sold, except at Library-sponsored events.

Food preparation is not permitted. Only bottled water/coffee and pre-packaged food are permitted. Open flames, Sterno cooking fuel, and other products that are used to heat food, are prohibited. Additionally, craft supplies, such as liquid glue and glitter, that could damage carpeting are prohibited.

The Library reserves the right to cancel a group's reservation if this policy is violated. Additionally, future requests to use the meeting room may be denied.

Publicity and Promotion

- Individuals and organizations reserving use of the meeting room are responsible for their own publicity.
- All publicity must state that the Tinley Park Public Library is not a sponsor of the organization or its program.
- Only the Library's name and address may be included in any publicity or promotional materials
- The Library's email and telephone number may not be used for any purpose, nor is the Library to be included as a source of further information, registrations, or messages regarding the event.

Accessibility and Compliance

- All users are responsible for complying with the provisions of the Americans with Disabilities Act (ADA), which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- All special ADA accommodations will be provided by the sponsoring group or organization.

Operations

Reservations may be scheduled on days when the Library is open, at the following times:

- Monday– Friday: 9:30 am–8:30 pm
- Saturday: 9:30 am–4:30 pm
- Sunday: 12:30–4:30 pm

Meeting room doors will open at the scheduled time of reservation. All meeting rooms must be vacated no later than 8:30 pm Monday through Friday, and 4:30 pm Saturday and Sunday.

Damages and Liability

- Authorization to use the meeting rooms is not transferable to any other individual or organization.
- It is the responsibility of the contact person to be present at the time of use to ensure compliance with this policy.
- The contact person is responsible for any and all willful or accidental damage of the Library building, furniture, grounds and equipment, or materials.
- In the case of a serious disturbance, the group will be asked to vacate the room immediately, and the police will be called.
- For events with more than fifty (50) attendees, the Library may require a **Certificate of Liability Insurance** naming the Library as an additional insured.
- Meeting room users agree to indemnify, defend, and hold harmless the Tinley Park Public Library, its Board

of Trustees, and all Library staff for any and all accidents which may occur on Library premises as a result of the user's activities.

Appeals and Review

- The Tinley Park Public Library reserves the right to modify this policy and to cancel any reservation of the meeting rooms due to unforeseen circumstances. The Library may also cancel a group's reservation/s if the meeting room policy is violated.
- The Library Director or their designee will have complete administrative authorization and responsibility for the approval of applications and the scheduling of the meeting rooms.
- Approval of individual meeting situations not described here will be determined by the Library Director or their designee. The Tinley Park Public Library reserves the right to waive portions of this policy to accommodate library-sponsored meetings and programs.
- Applicants who are denied use of a room may **appeal in writing** to the Board of Trustees. The Board will review the appeal and issue a final decision.

Board Approved: 2/23/2005

Revised: 1/26/2005, 4/23/2003, 5/23/2007, 9/24/2014,
8/24/2016, 7/6/2017, 5/25/2022, 12/3/2025

HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify, and hold harmless the Tinley Park Public Library, its officials, agents, and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs, and expenses (including reasonable attorneys' fees), which may accrue against the Tinley Park Public Library, its officials, agents, and employees, arising in whole or in part from their negligent use or intentional misuse of the Tinley Park Public Library Meeting Room, except that arising out of the negligence or willful misconduct of the Tinley Park Public Library, its officials, agents, or employees.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

Agreed this _____ day of _____, 20____.

(Name of Vendor/Individual)

By: _____

Printed Name and Title

Nothing set forth in this Agreement shall be deemed a waiver by the Library of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the Library or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents, and volunteers under the common law of the State of Illinois or the United States of America.