

## **Rush Public Library Policy**

## **Meeting Room Adopted 02/24/04**

### **Statement of General Purpose**

This policy for public use of the meeting room has been approved by the Rush Public Library Board of Trustees and will be administered by the Library Director or the Director's designee. The meeting room has a maximum seating capacity of 15 persons.

The primary purpose of the meeting room is the enhancement of library-sponsored activities. When the room is not in use for library programs, non-profit organizations and groups may request its use to conduct educational, cultural, or civic activities that benefit the community.

All meetings must be open to the general public. An interpreter for the hearing impaired must be provided upon request as required by the Americans with Disabilities Act. The cost and arrangements for the interpreter are the sole responsibility of the sponsoring organization.

First priority is given to library-sponsored programs. Second priority is given to Rush non-profit organizations in order of request. Third priority is given to non-profit groups with member(s) who reside in Rush. Fourth priority is given to other non-profit organizations or groups in order of request.

Any events by non-library sponsored groups will not be promoted by or within the library. Acceptance of an organization or group does not constitute endorsement nor obligate the library in the future. Frequency of meetings by non-library organizations may be limited at the discretion of the Director. Use of the room more than once a month by any organization is not permitted.

The meeting room will be unavailable on days when the library is closed. Closings due to inclement weather or other emergencies will be communicated to sponsoring organization. Notification of other cancellations will be given to the responsible member of the organization as far in advance as possible.

### **Application Process**

An application form (attached) must be completed by an adult member (18 years or older) of the requesting organization and is to be submitted at least one week but not more than 6 weeks in advance of the date being requested. The person signing the application assumes full responsibility on behalf of the group or organization. The room reservation will not be confirmed until the Library receives a signed application form. The Library must be notified promptly of a cancellation.

## **General Rules of Use**

All meetings must be open to the general public.

Adherence to the Library's Code of Conduct is required.

Use of the meeting room must not interfere with the convenience of Rush Public Library patrons.

Entrance fees may not be charged nor any contributions be solicited or received by a non-library-sponsored group or its agents.

Smoking and/or use of alcoholic beverages are prohibited.

Light refreshments are permissible. Organizations must provide all equipment and utensils needed and are responsible for returning the room to its original condition.

A \$50.00 fee will be assessed if the room requires cleaning and a replacement charge will be assessed for any damaged furniture or carpet. No tape or decorations may be placed on the walls or windows. The group using the room is responsible for setting up and taking down tables and chairs. No additional equipment will be provided by the Library for use at meetings.

The meeting room may only be used during open library hours and must be totally vacated fifteen minutes prior to the closing time. The Library will charge a \$20.00 fee to extend evening programs for up to one additional hour until 8:45 PM.

The Library is not responsible for articles left in any part of the building.

The Rush Public Library must be notified promptly of any cancellations.

Failure to adhere to this policy and the general rules may affect future reservation status.

**Rush Public Library**  
**Meeting Room Application**

The meeting room may be reserved up to six weeks in advance.  
Please retain for your records a copy of the application and the Meeting Room Use Policy.  
Applications may be made in person or by mail.

Name of Non-Profit Organization \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Time of Meeting:

From \_\_\_\_\_ To \_\_\_\_\_

(Room must be vacated fifteen minutes before the Library closes)

Number of People Expected (not to exceed 22) \_\_\_\_\_

Will refreshments be served? YES \_\_\_\_\_ NO \_\_\_\_\_

**Person Responsible:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (s):

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

I have read and agree to abide by the regulations set forth in the Meeting Room Policy and agree to assume full responsibility as outlined therein.

\_\_\_\_\_  
Signature

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**Staff Member** \_\_\_\_\_

**Date Application Received at the Library** \_\_\_\_\_