

# **Application for Meeting Room Use**

## **Meeting Room Policy (as of 10/27/25)**

The Homer Township Public Library District ("Library") offers meeting room space to serve the needs of the Library and the Homer Township community. The Library provides these meeting rooms as a limited public forum to support its informational, educational and recreational mission. The Library does not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religion, sex, sexual orientation, political affiliation or physical limitations of its users. The Library is not responsible for the contents of meetings, programs, events or activities held in Library meeting rooms. The Library does not endorse the viewpoints, goals, objectives, or ideals of any person or organization using the facilities or the content of any meeting, program, event, or activity held in the meeting room.

## **Availability for Use and Capacity**

Meeting room availability and capacity is as follows:

Meeting Room – Capacity 40 persons maximum

Family Activity Room – Capacity 32 persons maximum

## **Priority of Use**

Priority for reserving use of the meeting rooms is given in the following order to meetings, activities or events held by:

1. Board of Trustees
2. Library Staff or Library Business
3. Municipalities or other units of government that are located within or that serve the Library boundaries
4. Homer Township Public Library District Cardholders

The person who reserves the meeting room must be registered as a Homer Township Public Library District cardholder in good standing. This person is responsible for the room. The responsible member of the group must be present at the Homer Township Public Library District and provide their Library card or ID before staff will open the meeting room to the group, and the responsible member of the group must be present through the scheduled meeting.

The Library reserves the right to change or cancel meeting room reservations.

## **Limits of Use**

The Library's meeting rooms may not be used for:

1. The sale or promotion of commercial products or services including information or educational offerings held for the ultimate purpose of soliciting sales, except as authorized by the supplemental rules and regulations for use of the auditorium.
2. Purely social meetings
3. Private parties, including, but not limited to birthday parties, graduation parties, and showers
4. Meetings that cause excessive noise or which use hazardous materials
5. Programs not suitable for the Library's physical facilities or which interfere with the Library's normal operation
6. Programs or gathering which present a potential danger to the participants, Library staff, patrons, community or Library building grounds.
7. Any Illegal activities

Groups, organizations and individuals may NOT:

- Use the name or address of the Library as the official address or headquarters of the organization
- Use the telephone number of the Library as the point of contact for information about the meeting

- Imply or state that the Library endorses viewpoints expressed by participants of the programs. Announcements implying or stating such endorsements are prohibited.
- Attach anything to the wall or furnishings
- Serve alcoholic beverages
- Levy admission charges or take a collection
- Solicit or fundraise within the Library. Exceptions are allowed for Library-sponsored events. Sales of items will be permitted only if appropriate and with prior written permission.
- Post signs or posters pertaining to a non-Library sponsored program on Library property.
- Block or cover meeting room doors and windows.
- Use glue, paint, glitter, wax, or other craft supplies that would create excessive cleanup or any damage is prohibited.
- Cook or use food equipment that involves electricity or open flames is not permitted.

Activities in the meeting rooms must stay in the meeting rooms and must not impact the rest of the Library and other patrons' use of the Library.

The Executive Director may deny the use of a meeting room at their discretion, based on anticipated availability of parking spaces, the requested time of the event, or other factors that may impair the public's access to Library services.

The Library will terminate meetings, programs, or events with attendance that exceed room capacity.

The Library does not provide storage for any group.

### **General Rules and Regulations**

1. Use of the Library's meeting rooms shall be in accordance with Article VI of the ALA Library Bill of Rights.
2. Use of the Library's meeting rooms must comply with the Library's Code of Conduct Policy.
3. The following language must be clearly stated in all written and electronic marketing or publicity materials. It must appear in the same font size as the location (Homer Township Public Library District) is listed and be placed immediately after the location statement:  
*"This program or event is not sponsored or endorsed by the Homer Township Public Library District."*
4. The Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities. All patrons/organizations 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. Patrons and organizations are responsible for any costs associated with providing such accommodations.
5. Library staff must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on Library premises to ensure compliance with Library rules and regulations.
6. Technology assistance is a courtesy and not guaranteed. Staff may be able to assist in a limited capacity as time allows. Patrons needing help with meeting room technology should request an appointment with Library staff.
7. The applicant is responsible for obtaining the public performance rights for any film or other media viewed in a Library meeting room.
8. Bringing animals, other than service animals used by a person with a disability, into the Library is prohibited, except as authorized by the Executive Director.
9. The reserving Library cardholder must check in with a Library staff member and be present throughout the reservation. The room will then be opened and inspected by Library staff and the reserving Library cardholder for condition. The reserving Library cardholder must notify Library staff when their meeting is finished. The room will be inspected for condition.
10. The meeting room shall be available for use during the hours the Library facility is open to the public. The room must be cleared at least 15 minutes before closing time.
11. Separate requests must be made each time a group or organization intends to use the meeting room. Requests are made on the form provided by the Library.

12. No persons or group may assign its reservation to another person or group.
13. Failure to provide 24 hours notification of a cancellation will be grounds for suspension of meeting room privileges.
14. All use of the meeting room and any of the Library's facilities or property shall be automatically canceled on days when the Library is closed due to inclement weather, other emergency conditions, or by decision of the Board of Trustees to close the Library.

#### **Failure to Comply**

Individuals or groups presenting and attending meetings, programs and events are subject to all Library policies, rules and regulations. The Library reserves the right to suspend or revoke permission to use the meeting room for any violation of Library policies, rules or regulations. Inclusion of false information on the application form will result in automatic and immediate revocation of permission.

Failure to comply with Library policies, rules and regulations (including this policy) will be grounds for suspension of meeting room privileges for up to six months.

#### **Damages and Liability**

The Library is not responsible for possessions left in a meeting room.

Any individual, group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program. All individuals, groups or organizations shall indemnify, defend and hold harmless Homer Township Public Library District, its officers, agents and employees from and against any and all claims, suits, actions of any kind relating to injuries or damage arising from any act or omission of the individual, group or organization's use of the meeting room.

Approval Date \_\_\_\_\_ Staff \_\_\_\_\_

Meeting Room \_\_\_\_\_

Family Activity Room \_\_\_\_\_

## Application for Meeting Room Use

Name: \_\_\_\_\_

Business/Organization Name (if applicable): \_\_\_\_\_

Library Card Number: \_\_\_\_\_

*The reserving Library cardholder must check in with a Library staff member and be present throughout the reservation.  
The reserving Library cardholder must notify Library staff when their meeting is finished.*

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Expected Attendance #: \_\_\_\_\_ Adult #: \_\_\_\_\_ Youth: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Time(s) requested: \_\_\_\_\_

Do you plan to serve refreshments? \_\_\_\_\_

Applications for meeting room use are not confirmed until approved by the Library.

I understand, agree and acknowledge the Meeting Room Use Policies:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_