

**MATTESON AREA PUBLIC LIBRARY DISTRICT**  
**Meeting Room Application**  
**And Liability Waiver/Indemnification Agreement**  
(Revised March 15, 2019)

Matteson Area Public Library Card # \_\_\_\_\_ Non Resident Card # \_\_\_\_\_

Name of individual making request \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

Name of Organization \_\_\_\_\_

Title in Organization \_\_\_\_\_

Name of Alternate \_\_\_\_\_ Phone \_\_\_\_\_

Name of Alternate \_\_\_\_\_ Phone \_\_\_\_\_

General description and purpose of meeting(s) \_\_\_\_\_

Choice of date(s) of meeting(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Time of meeting(s) Start \_\_\_\_\_:\_\_\_\_\_. Please add a minimum of 15 minutes to your meeting start time to allow for furnishings or AV equipment set-up.  
End \_\_\_\_\_:\_\_\_\_\_. All meetings must end 30 minutes before Library closing time.

Number expected to attend: \_\_\_\_\_

Lectern \_\_\_\_\_ Tables \_\_\_\_\_ (indicate # needed) Chairs \_\_\_\_\_ (indicate # needed)

**Audio Visual Equipment**

The following AV equipment is available upon request and will be set up for you by staff. Requests for AV equipment must be made at the time of application.

\_\_\_\_\_ Pull down movie screen

\_\_\_\_\_ CD/DVD Player for use with ceiling-mounted projector

Please check your equipment to verify it has the VGA type of connection or bring an adapter to connect to a VGA cable.

**Indicate which room you wish to reserve**

- |                                       |                          |                                    |                          |
|---------------------------------------|--------------------------|------------------------------------|--------------------------|
| Meeting Room A (downstairs, has sink) | <input type="checkbox"/> |                                    |                          |
| Meeting Room B (downstairs)           | <input type="checkbox"/> | Sound System - \$10                | <input type="checkbox"/> |
| Meeting Room C (downstairs)           | <input type="checkbox"/> | Computer & Projector - \$25        | <input type="checkbox"/> |
| Training Room (upstairs)              | <input type="checkbox"/> | Laptop \$15 or \$100 for 10        | <input type="checkbox"/> |
|                                       |                          | Business Group Equipment Fees \$25 | <input type="checkbox"/> |

**Food/Beverages**

Only light refreshments, such as finger foods, cookies and soft drinks (no red drinks of any kind). Will food be allowed at your meeting \_\_\_\_\_ Yes \_\_\_\_\_ No.

**Fees**

No admission fee may be charged, no request for donations may be made.

I/We have a 501 (c) 3 certificate (attach) \_\_\_\_\_ Yes No \_\_\_\_\_

Meeting room fee \$ \_\_\_\_\_. Paid \_\_\_\_\_ (All fees must be paid in advance)

Please read and initial the following statements.

I understand that:

because the Library is a public building it is subject to the Americans with Disabilities Act and that it is my responsibility to comply with any special accommodation requests of disabled persons under the Act. \_\_\_\_\_(initials)

the public liability insurance coverage of the Library does not cover the negligence of the organization using the meeting room or any of its members or guests, nor does it protect the organization if suit is brought against it. The organization will indemnify and hold harmless the Trustees and staff of the Matteson Area Public Library District from any loss or liability by virtue of its use of the meeting room to the full extent permitted by law. \_\_\_\_\_(initials)

the library is not responsible for equipment, supplies, materials, or any personal possessions owned by those sponsoring or attending the meeting. I agree to indemnify and save harmless the Trustees and staff of the Matteson Area Public Library District for any and all accidents which may be sustained on the premises. I agree to reimburse the Matteson Area Public Library District for any and all willful and/or accidental damages that occur to the library building, grounds, furniture, furnishings or equipment resulting from this use of the meeting room. \_\_\_\_\_(initials)

the Library may require me to provide a certificate of insurance naming the Library as an additional insured and that failure to provide that certificate of insurance will result in the denial of this application to use the meeting room. \_\_\_\_\_(initials)

may require 501 (c) (3) certificate to demonstrate non-profit status and be exempt from rental fees. \_\_\_\_\_(initials)

any and all publicity concerning our use of the meeting room will include the following phrase: **“This event is not sponsored by or endorsed by the Matteson Area Public Library District.”** \_\_\_\_\_(initials)

#### **Room use procedures:**

**VERY IMPORTANT:** The applicant or the alternate must check in at the front desk upon arrival with a copy of the completed application and the last person from your organization leaving must check out at the front desk.

Please remind those participating that excessive noise upon arrival and departure is disruptive to the library setting.

If AV equipment is to be used by your organization Library staff must be notified (to turn on/off equipment) upon arrival and departure.

#### **Summary of Meeting Room Rules & Fees**

1. No reservation is made until all fees are paid, and the Director has approved.
2. All Matteson businesses and non- profits without 501 (c) (3) pay \$75 per 3 hour block of time.
3. Residents with 501 (c) (3) non- profit and HOA pay \$25 per 3 hour block of time.
4. Nonresident non-profit pay \$75 per 3 hour block of time. Nonresident business pays \$150. No refunds to anyone; resident or non-resident.
5. Cancellations must be made at least 48 hours in advance of the program.
6. Soft drinks are permitted (no red beverages). No hot plates, crock pots or electric cooking sources are permitted. The library does not provide refreshment supplies such as coffee pots, cups, plates, trays, containers, paper goods, tea and coffee.
7. The library does not provide easels, dry-erase markers, or other consumable presentation materials.
8. Signs and posters may not be placed on library walls, windows or doors. Please bring your own display stands or tripods.

I have read the Matterson Area Public Library District policy on the use of the meeting room and agree to comply with all regulations.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by Library Director \_\_\_\_\_ Date \_\_\_\_\_

Meetings may be scheduled during the following times:

Monday - Thursday	9:30 am – 8:30 pm
Friday - Saturday	9:30 am – 4:30 pm
Sunday	2:30 pm – 5:30 pm

Questions should be directed to the Library's Administrative Offices (708) 748-4431 ext. 314.

## Meeting Room Guidelines

### Application for Use

1. Applications for the use of meeting rooms at the Matteson Area Public Library must be made by an adult (18 years or older) and identification may be requested.
2. Applications for use of a meeting room must be submitted at least two weeks in advance; but, no more than 2 months in advance.
3. All users are responsible for complying with the provisions of the Americans with Disabilities Act which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.
4. Equipment must be requested at the time of the meeting room application.
5. Setup arrangements must be requested at the time of the meeting room application. Tables and chairs will be provided but it is the users responsibility for setup and cleanup.
6. The date and/or time of an existing meeting room reservation cannot be modified. **Groups wishing to change the date or time of a meeting program or event must first cancel their original reservation and then submit a new application for meeting room use.**
7. Reservations are limited to one per seven-day period. This includes different chapters, subcommittees, divisions, etc. of one organization.
8. No group can book consecutive Saturdays or consecutive Sundays.
9. Meeting rooms are available for use during Library open hours only and **must be vacated 30 minutes before the library closes.**
10. The Library reserves the right to change or cancel meeting room reservations.

### Procedures

1. Upon arrival, the individual who signed the application form must check in at the front desk. This same individual must notify Library staff when the meeting, program or event is finished to arrange for an inspection of the space and their signature on the application form.
2. Library staff will set up the requested equipment and provide basic use instructions. Library staff will not be present to operate equipment during meetings, programs or events. The Library will not provide equipment that has not been requested at the time of application.
3. The applicant is responsible for ensuring that any film viewed in a Library meeting room has public performance rights.
4. Only Library staff may raise or lower the ceiling-mounted viewing screens. Groups may be charged for damage caused by attempting to raise or lower the screens.
5. Only minor adjustments to the room setup will be made by Library staff at the time of the event. Groups may not rearrange Library furniture or move tables, chairs or other furnishings to or from other parts of the Library. Requests for additional seating must be directed to the front desk.
6. The applicant is responsible for announcing the location of emergency exits at the beginning of the meeting, program or event.
7. Meeting rooms are to be left as they are found. Waste must be placed in appropriate garbage and/or recycling receptacles; and all tables should be wiped clean.
8. Refreshments not requiring a heat source may be served (non-alcoholic beverages and finger foods) in Library meeting rooms. Alcoholic beverages may not be served. Food and uncovered beverages may not be taken into other areas of the library.
9. Signs and decorations may not be taped or stapled to walls or doors. Only dry erase markers may be used on the white boards/walls.

10. Use of glue, crayons, paint, markers, tape, and other craft supplies is prohibited unless applicants also provide table and floor coverings along with all of their own supplies.
11. Library staff must have free access to meeting rooms at all times. Groups may not cover windows or block or lock meeting room doors.
12. Only Library owned extension cords and power strips may be used. Hazardous materials and/or weapons, including, but not limited to, paints, solvents and explosives are prohibited.
13. No group may use the Library as a mailing address. The Library does not provide storage for any group.
14. The Library reserves the right to terminate meetings, programs or events that are disruptive to normal Library operations.
15. Library staff cannot take care of the young children of those attending a meeting, program or event. Sometimes young children who are left unattended in the library during meetings become frightened and confused. Children under 10 years old must be directly supervised at all times by a responsible adult age 16 or older while in the library. To protect the child and promote child safety, staff will return unattended children to their parent or caregiver in the meeting, program or event. Although Library staff makes the library as safe as possible for everyone who uses it, there is always the possibility of danger to unattended children.

### Schedule of Fees

A. Time-slots available: Mornings Monday – Saturday from 9:30 – 12:30; every afternoon from 1:30 – 4:30; and Monday – Thursday Evenings from 5:30 – 8:30. Sunday rentals from 2:30 – 5:30 when the library is scheduled to be open. Because of the large amount of summer programs, the meeting rooms will not be available to outside groups in June and July. The full fee applies to all or any part of a timeslot. Consecutive timeslots are expected to flow from one timeslot directly into another; and, carry a fee equal to 50% of the initial timeslot. All fees for rooms and equipment rental must be paid at least 48 hours in advance.

#### B. Rental Fees

501 (c) (3) Non-Profits and HOAs	\$25 for a three-hour block of time. \$15 for each additional consecutive three-hour block of time on the same day.
Matteson Businesses and all other Matteson residents	\$75 for a three-hour block of time. \$35 for each additional consecutive three-hour block of time on the same day.
Non-resident businesses	\$150 per three hours
Non-resident, non-profit 501 (c) (3) status	\$75 for a three-hour block of time. \$35 for each additional consecutive three-hour block of time on the same day.

#### C. Miscellaneous Equipment

Computer Projectors and laptop	\$25
Laptops	\$15 each or \$100 for 10 and the cart
Microphones	\$10 each

### Applicants

Fees may not be charged previously, immediately or at a future time to participate in meetings, programs or events. Donations may not be solicited. Library meeting rooms may not be used for meetings, programs or events involving the sale, advertising, solicitation or promotion of commercial products or services immediately or at a future time.

#### Attendance and Cancellations

1. Groups must provide a reasonably accurate estimate of expected meeting attendance. Groups may be denied use of a meeting room if the estimated attendance is not appropriate for the room capacity.

2. Meeting room capacity has been established to ensure the safety of participants. The Library will terminate meetings, programs or events with attendance that exceeds room capacity.
3. Groups will receive two warnings for attendance that is 50% or less of the estimated attendance or results in a total attendance of fewer than 10 participants. The third occurrence will result in the suspension of the group's meeting room privileges for a period of one year.
4. Groups must cancel meeting room reservations at least 24 hours prior to the scheduled use.
5. Failure to provide 24 hours' notice of a cancellation may be grounds for suspension of meeting room privileges.
6. **No person or group may assign its reservation to another person or group.**
7. **No refunds will be given, unless cancellation was initiated by the library.**

### **Failure to Comply**

Individuals or groups presenting and attending meetings, programs and events are subject to all Library policies, rules and regulations. Failure to comply with Library policies, rules and regulations (including these guidelines) will be grounds for suspension of meeting room privileges. Individuals or groups will receive one warning. A second occurrence will result in a one-year suspension of meeting room privileges. Repeated violations may result in a longer suspension.

Please return application to:  
**Administrative Offices**  
**Matteson Area Public Library District**  
**801 S. School Avenue**  
**Matteson, IL 60443**