



Matteson Area Public Library District Meeting Room Application and Liability Waiver/Indemnification Agreement

THINGS TO KNOW

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 is required.
2. Applications and fees for use of a meeting room must be submitted and paid at least two weeks in advance; but, no more than 2 months in advance. **No refunds will be given unless the cancellation was initiated by the library.**
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 rental must be requested when submitting the meeting room application.
5. Tables and chairs will be provided but the applicant is responsible for setup and cleanup.
6. Reservations are limited to one per seven-day period. This includes different chapters, subcommittees, divisions, etc. of one organization.
7. No group can book consecutive Saturdays
8. Meeting rooms are available for use during Library open hours only and **must be vacated 30 minutes before the library closes.**
9. The Library reserves the right to change or cancel meeting room reservations.
10. Time slots available (**No Sunday rentals**):
 - Mornings Monday – Saturday from 9:30 – 12:30
 - Every afternoon from 1:30 – 4:30; and
 - Monday – Thursday Evenings from 5:30 – 8:30.

Name and Title of Individual Making Request: _____

Address: _____

Phone # _____ Email: _____

Name of Organization: _____

Name of Alternate: _____ Phone _____

General description and purpose of the meeting(s) _____

Choice of date(s) of meeting(s)

1. _____ 2. _____ 3. _____

Time of meeting(s) Start _____: _____ **Please add a minimum of 30 minutes to your meeting start time to allow for set-up.**

End _____: _____ **All meetings must end 30 minutes before Library closing time. The applicant is responsible for room set-up and clean-up.**

Number expected to attend: _____

Equipment

The following equipment is available upon request and will be set up for you by staff.

- _____ Pull down movie screen
- _____ Sound System - \$10
- _____ Laptop & Projector - \$25
- _____ Laptops \$15

Please check your equipment to verify that it has an HDMI port or bring an adapter to connect to an HDMI cable.

Indicate which room you wish to reserve

- Meeting Room A (has sink)
- Meeting Room A & B
- Meeting Room B
- Meeting Room C (small kitchen)

Food/Beverages

Refreshments not requiring a heat source may be served. Alcoholic beverages may not be served. Food and uncovered beverages may not be taken into other areas of the library. **The library does not provide refreshment supplies such as coffee pots, cups, plates, trays, containers, paper goods, tea, and coffee.**

Will food be allowed at your meeting? _____ Yes _____ No.

Fees

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.

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

Matteson Organizations with 501c3 status 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 Residents, Businesses, and Non-Residents with 501c3 status	\$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

We have a 501c3 certificate. _____ Yes _____ No

Please attach a copy of your 501c3 certificate.

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 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 a 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)

the Library requires a 501c3 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)

MEETING ROOM GUIDELINES

Procedures

1. Upon arrival, the applicant or alternate must check in at the front desk with a copy of the meeting room application. This same individual must notify Library staff when the meeting, program, or event is finished.
2. Please remind those participating that excessive noise upon arrival and departure is disruptive to the library setting.
3. 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.
4. The applicant is responsible for ensuring that any film viewed in a Library meeting room has public performance rights.
5. Only Library staff may access the ceiling projector. Groups may be charged for damage caused by attempting to adjust the projector.
6. Requests for additional seating must be directed to the front desk.
7. The applicant is responsible for announcing the location of emergency exits at the beginning of the meeting, program, or event.
8. Waste must be placed in appropriate garbage and/or recycling receptacles, and all tables should be wiped clean.
9. Signs and decorations may not be taped or stapled to walls or doors. Only dry-erase markers may be used on the whiteboards/walls.
10. Library staff must have free access to meeting rooms at all times. Groups may not cover windows or block or lock meeting room doors.
11. 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.
12. No group may use the Library as a mailing address. The Library does not provide storage for any group.
13. The Library reserves the right to terminate meetings, programs, or events that are disruptive to normal Library operations.
14. Library staff cannot take care of the young children of those attending a meeting, program, or event. 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.

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. No person or group may assign its reservation to another person or group.
- 4. No refunds will be given, unless the 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.

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

Signed _____ Date _____

Library Director _____ Date _____

Meeting Room Fee \$ _____ Date Paid _____

Name of Staff Processing Application _____

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