

Library Space Use Policy

The Itasca Community Library's ("ICL") meeting room and study rooms ("Library Spaces") are intended primarily for use by the ICL to meet its operational needs, for ICL programming and for ICL purposes. When not in use by the ICL for library business, the ICL's Library Spaces may be used by outside groups and individuals for purposes consistent with the Library's mission, i.e., to be an anchor in the community for patrons to come together and enjoy opportunities in education, lifelong learning, and recreation in a welcoming, friendly environment.

The ICL reserves the right to change or cancel Library Spaces reservations. If changes or cancellations are necessary, the ICL will provide as much notice as possible.

Availability and Use

A valid ICL library card is required to reserve a meeting room but not a study room.¹

Priority is given to ICL cardholder's and/or groups with an ICL cardholder in attendance.

Priority for Library Spaces is assigned as follows:

1. Library-sponsored programs and activities, including functions of the ICL and its committees;
2. Educational, informational, cultural and civic programs sponsored or co-sponsored by the ICL and related to its mission, collections and services;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501 (c)(3); and
4. Businesses and other groups within the district boundaries in need of space to conduct a meeting consistent with the ICL's mission.

Reservations

All meeting room use must be approved in advance by the Library Director or their designee.

Reservations for Southeast, East, and West meeting rooms must be made by an adult with a valid ICL library card. Limited exceptions to the library card requirement may be made for reservations serving or comprised of Itasca residents at the Library Director's discretion. Applicants submitting an application via ICL's website agree on behalf of the group and its members to abide by all ICL policies and regulations.

The applicant who reserves the meeting room for a group will be the contact person and is responsible for the meeting room. Meeting room reservations may be called in but are not confirmed until the application form has been approved by the Library Director or their designee.

¹ Limited exceptions to the library card requirement may be made for reservations serving or comprised of Itasca residents at the Library Director's discretion.

No individual or group may assign its reservation to another individual or group, and anyone who reserves a room must provide notice of cancellations at least 24 hours in advance.

Meeting rooms may be reserved for a given organization or group no more than six times per quarter, with limited exceptions for groups or programs at the Library Director's discretion.

Basic room equipment is available if it is not being used by ICL staff, but the ICL does not provide assistance with transporting supplies to the rooms or help with set-up.

The ICL does not provide storage space for equipment or supplies of any group using the meeting room.

General Meeting Room and Study Room Regulations

By using ICL's Library Spaces, all users of ICL Library Spaces agree to abide by all ICL policies and regulations, and failure to abide by all ICL policies and regulations will result in cancellation of the Library Space use and/or refusal of future reservations.

These General Meeting Space Regulations apply to all Library Spaces of the ICL.

1. All users shall, at their own expense, procure any license or permit necessary to hold their meeting (if a license or permit is required for user's use).
2. Attendance is limited to the number of persons permitted by the Fire Marshall.
3. Food and drink are permitted as long as it does not disrupt library services or normal use of the building. Anyone who reserves the room is responsible for all clean up necessary for food or drink used during Library Space use.
4. Any material that is deemed hazardous or dangerous is prohibited.
5. Children twelve (12) years of age and under must be supervised by a responsible caregiver at all times.
6. The ICL is not responsible for items left unattended or forgotten.
7. Admission may not be charged by any user or group.
8. Users may not ask for personal information from program attendees.
9. All meetings and uses of Library Spaces must be open to the public.
10. Library staff are not available to help with meetings, take attendance or assist with registration.
11. Library Space use is only permitted during Library hours. All attendees must exit the room prior to ICL closing time. Failure to do this may result in the suspension of reservation privileges.

12. The renting individual or group is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act and compliance shall be at the renting individual or group's own cost and expense.
13. The ICL reserves the right to cancel a Library Space reservation if a conflict arises with an ICL-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date.
14. Commercial entities may not use the library to host informational and educational seminars, workshops, etc. without library co-sponsorship. Attendees may not be asked for contact information as a condition of attending or participating.
15. By allowing use of its Library Spaces, the Library does not endorse the activities or viewpoints of Library Space users. Groups using the Library's Library Space must:
 - a. Not state or imply that the group's activities are sponsored by the Library.
 - b. Not use the Library as a mailing address or list the Library's name, address, phone number or web address as its headquarters.
 - c. Not publicize their meetings with posters, leaflets or other publicity in the Library building without prior approval by the Library Director. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the meeting room.
 - d. Include the following Disclaimer in all publications and advertisements:

"Use of Library meeting space does not constitute endorsement or approval of the organization, this program or its content by the Itasca Community Library."
16. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. The Board of Trustees of the ICL or the Library Director shall reserve the option to pre-empt or cancel any meeting or refuse Library Spaces reservation.
17. All library property, materials, equipment, and furnishings in the Library Space during the period of use must remain in the Library Space unless removal of said library property, materials, equipment or furnishings is approved in advance.
18. All decorations and displays must be approved in advance by the Library Director or their designee. Only decorations which can stand on a floor or table and which conform to fire regulations may be permitted. Nothing may be attached to the walls or ceilings of a meeting room.

The ICL reserves the right to terminate room use that disrupts or interferes with normal library operations at all times, and any illegal activity or behavior that violates the Patron Conduct Policy is strictly prohibited.

If, on the advice of law enforcement officials, the Library Director determines that a reasonable possibility of a threat to the safety of library staff, library users or members of the public might occur, based on prior experience of the group or speaker at this library or at other occasions where the group has held meetings which have been disruptive or had a potential for violence, the following shall be required: The individual or group reserving the meeting room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall obtain a special event liability policy for \$1,000,000.00 for injury or damage to property occurring at the meeting, program or event.

Limitations on Library Space Use

The ICL's Library Spaces are only available for uses, events or activities which are consistent with the Library's mission.

Examples of uses which are not consistent with the Library's mission include but are not limited to:

1. Events or other activities which, by their nature, may be disruptive to the normal operation of the ICL unless approved by the ICL director in advance.
2. Fundraising activities, except for those that result in a direct benefit to the ICL and have received prior approval of the Library Director.
3. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers.
4. Recitals or large performances of a theatrical nature.
5. Partisan rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
6. Religious worship services.
7. Legal conferences or proceedings, including but not limited to depositions.
8. Realty closings.
9. Any use through which a salary or fee is earned or business is solicited.
10. The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services.
11. Commercial meetings for advertising or solicitation; to conduct market research; or to interview job applicants.

Study Rooms

In addition to the meeting rooms provided by the ICL, the ICL also provides four (4) designated study rooms for individuals and/or small groups.

The following rules and requirements apply to the use of Study Rooms:

- Study rooms may be reserved on a first come, first served basis up to seven (7) days in advance.
- Study Rooms are available for use during the ICL's regular hours in two (2) hour increments for work or study.
- Study rooms can be reserved for a maximum of two (2) hours. If a patron wishes to stay in the room after their reservation has expired, and no other reservations have been made, the patron may do so. If the room is reserved by another patron, the patron must vacate the study room. It may be possible to be moved to another study room if one is or becomes available.
- If a patron arrives early for a reservation, the patron may sign in at that time if the study room is available.
- If the patron does not call or show up within the first ten minutes of a reservation, the time slot will be made available for another patron.
- Library cards are not required to reserve a study room.
- By reserving a study room, the person making the reservation is responsible for the behavior of others using the study room during the user's reserved session.

A suspension of study room privileges may result if a patron repeatedly abuses the system by scheduling and/or canceling reservations in a manner that essentially deprives other patrons of the use of the rooms.

Indemnification

By using the Library's Library Spaces, all groups and/or individuals agree to indemnify, hold harmless and defend the ICL and its Board of Trustees and its respective officers, agents and employees from and against any and all claims, demands, causes of action and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the group's or individual's use of the ICL Library Spaces.

Appeal

Anyone denied permission to use a Library Space may appeal such denial at an ICL Board of Trustees meeting. The appeal must be submitted in writing. The appeal must be received at least two weeks prior to a board meeting. At said meeting the meeting room applicant may be granted time to present any argument or make a presentation in support of the reversal of the decision of the Library Director. The decision of the ICL Board of Trustees shall be final.

Approved 11/15/2022