

<p style="text-align: center;"><b>MIDLOTHIAN PUBLIC LIBRARY</b> <b>MEETING ROOM POLICY</b></p>
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The Midlothian Public Library provides a large meeting room and a small meeting room as a service to groups, organizations and individuals under conditions established by the Board of Trustees. Library-sponsored events take first priority in use of the facilities, and library needs preempt any other use of the rooms. Use of the library meeting rooms does not constitute the library's endorsement of the viewpoints expressed by participants in activities conducted in these rooms.

The following conditions and regulations apply:

**I. LARGE MEETING ROOM**

**A. Who may have use of the room, in order of priority:**

1. Midlothian Public Library and other library-related groups
2. Official agencies and boards of the Village of Midlothian
3. Educational, cultural, or civic groups sponsored by Midlothian residents
4. Non-profit organizations
5. Non-commercial meetings, such as local businesses holding training, tutoring groups, and local homeowner's associations.

**B. Application for Use**

1. Written application for the use of the large meeting room must be made on the approved web form of the Midlothian Public Library by a qualified officer or a representative of the group, over the age of 18. Applications must be approved by a Manager or the Library Director.
2. Reservations will be made no less than one week and no more than six weeks in advance.
3. The large meeting room may be reserved by outside groups for up to 2 hours; additional hours may be approved at the discretion of the Library Director.
4. Groups planning a series of meetings will present a schedule of meetings at the time of application.
5. Groups will be scheduled in order of priority (as stated above in Section A) and then by date of application.

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6. Social functions, such as but not limited to, birthday parties, showers, or weddings are not permitted uses of the large meeting room.
7. The Library Director reserves the right to request any group to change its approved schedule to another date or time. Notice will be given to the person who completed the request form for the meeting.
8. When necessary to cancel a reservation for the large meeting room, the Library Director, or library staff member in charge, should be notified at least 24 hours in advance by the person requesting the use of the meeting room.

#### C. Hours

1. The large meeting room will be available only during open library hours and terminate no later than 15 minutes prior to the library's closing time. Only library-sponsored meetings may continue after closing.
2. Only library-sponsored meetings may be scheduled for Friday and Saturday evenings, Sundays, and holidays observed by the library. The large meeting room is reserved for library use on the third Tuesday of each month for the Board of Trustees meetings.

#### D. Facility and Fees

1. No fee will be charged for any group wishing to use the meeting room.
2. The large meeting room seats 40 people auditorium-style. It is the responsibility of the group/organization to ensure compliance with fire code restrictions relating to meeting room occupancy limits.
3. Available equipment in the large meeting room includes: a flag, chairs and tables, and a whiteboard and dry-erase markers (upon request).
4. Available electronic equipment includes a TV and DVD player. Use of this equipment is available for use in the large meeting room for a fee set forth in the library's Charges and Service Fees. Request and payment for this equipment must be made at least one week in advance, and groups are responsible for running the equipment in a conscientious manner according to instructions issued by library staff. Damage caused by failure to follow these instructions will result in the user being charged for repair or replacement of the equipment.
5. Use of the large meeting room kitchenette is permitted if requested and may be used to prepare light refreshments. There is to be no cooking, open

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flames, or elaborate food preparations. Groups must provide their own equipment such as utensils, coffee pot, cups, extension cords, etc.

E. Other Rules and Regulations

1. Meetings held in the large meeting room must be open to the public at large and not be restricted to the membership of the sponsoring organization. This in no way obligates the group or organization to notify the public of the meeting or specify in any publicity that it is open to the public.
2. The person requesting use of the large meeting room must provide a contact phone number where they may be reached for questions from interested parties.
3. Library staff will not be responsible for providing information to the public about a particular meeting or group. Notices of meetings may be posted on the bulletin board according to the guidelines set forth in the Exhibits, Displays and Sign Policy.
4. Permission to use the meeting room does not constitute the library's endorsement of the subject matter of the meeting, or the group or organization's beliefs and policies. Publicity on non-library-sponsored meetings must in no way imply sponsorship. Publicity must be approved by the Library Director before distribution.
5. The applicant or their designee named on the application must be present at the entire meeting.
6. If the large meeting room is used by children, the request for its use must be signed by an adult. Children are to be under adequate and proper adult supervision at all times (one adult for each 10 children). Students may use the small meeting room for group study, but children under 8 years of age must be supervised at all times by a caregiver, as outlined in the Patron Behavior Policy.
7. The library will not provide storage space for equipment or supplies for groups using the large meeting room. The library will not supply porter service for carrying supplies or materials to the meeting room.
8. No group may collect money from participants, except with approval of the Library Director, for the following purposes: 1) to recover the cost of a presenter, materials, or supplies, or 2) to cover the cost of an educational program which provides an official certification or endorsement.

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9. The group will be responsible for setting up and taking down the arrangement of the large meeting room.
10. The library is not responsible for the loss of or damage to any equipment or materials owned or rented by a group meeting in the library.
11. All users are responsible for complying with the provisions of the Americans with Disabilities Act, which requires that a meeting be provided in an accessible format upon request. Users are responsible for any additional fees to comply with this act.

## II. SMALL MEETING ROOM

- A. To use the small meeting room, patrons must seek access via the web reservation form or from Checkout Desk staff.
- B. The small meeting room may be reserved up to two hours at a time. If the room is not reserved for another patron and other patrons are not waiting to use it, this time may be extended in one-hour increments.
- C. Patrons who arrive 15 or more minutes late for their reservation will forfeit their reservation if another patron is waiting to use the small meeting room.
- D. The maximum occupancy of the small meeting room is 6 people.
- E. The Library Director reserves the right to request any patron to change his or her small meeting room reservation to another date or time. Notice will be given to the person who made the reservation.
- F. Patrons reserving the small meeting room in advance must provide a contact number where they may be reached by library staff.

## III. GENERAL RULES AND REGULATIONS FOR BOTH ROOMS

- A. Use of the rooms may not interfere with the normal operation of the library.
- B. General rules of behavior as outlined in the Patron Behavior Policy must be followed while using meeting rooms.
- C. No group or organization, except the Friends of the Library, may use the library as its official mailing address, or ask the library staff to take reservations for a scheduled meeting.

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- D. The person requesting use of the meeting rooms is responsible for the willful or accidental damage to the library building, grounds, or equipment. They will be responsible for the prompt reimbursement to the library for any damage to library furniture, equipment, or materials.
- E. Any group or individual using the meeting rooms must indemnify and hold harmless the Midlothian Public Library, its board of trustees, all library staff, and the Village of Midlothian for any and all accidents which may occur on the library premises.
- K. Nothing may be attached to the walls or ceiling of either meeting room.
- L. Users of the meeting rooms may not borrow items from other library areas without permission. Modification of electrical units as well as any substantial changes to the library are not permitted.
- M. Meeting room users should leave the rooms in a clean and orderly condition. All refuse and debris must be placed in the disposal containers provided.

#### IV. WITHDRAWAL OF PRIVILEGES

If foregoing rules and regulations are not adhered to by an individual or group using either meeting room, the library reserves the right to withdraw the privilege of the use of the rooms for any further meetings by written notice to that individual or group.

#### V. AMERICANS WITH DISABILITIES ACT

The Midlothian Public Library is subject to the requirements of the Americans Disabilities Act of 1990. Any individuals who plan to attend any functions at the library and who require certain accommodations which would enable them to observe and/or participate in any functions, or who have questions regarding accessibility to the library, are requested to phone the library at (708) 535-2027 at least five (5) working days prior to the function.

Revised 8/2010, 11/2015, 2/2017, 2/2018, 2/2019, 10/2019, 2/2020, Reviewed 3/2021,  
Revised 3/2022, 7/2022, 3/2023, 4/2024, 7/2024