



**MEETING ROOM RESERVATION  
AND USE APPLICATION**

Date of Application: \_\_\_\_\_ Name of Organization/Group: \_\_\_\_\_

Applicant Full Name: \_\_\_\_\_

Date & Time Requested: \_\_\_\_\_

Purpose/Function and/or Type of Meeting: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Number of Tables \_\_\_\_\_ and Chairs \_\_\_\_\_ Requested

Will you need access to the library's audiovisual equipment? ( ) Yes ( ) No

**APPLICANT STATEMENT:**

I am applying for use of the Chicago Ridge Public Library Meeting Room with the understanding that I will be held responsible for any damage to the Meeting Room, or the Library's property, which occurs during the time that the Meeting Room is used for purposes listed in this Application. I have read the attached Meeting Room Policy and agree to comply with its regulations and see that they are enforced during the use of the Meeting Room as requested herein. I understand that if the Application is on behalf of an Organization, an Indemnification Agreement must be executed and returned to the Library prior to usage of the Meeting Room.

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address City Zip

\_\_\_\_\_  
Phone Email

LIBRARY USE ONLY ( ) Approved ( ) Not Approved Staff Initials \_\_\_\_\_ Date \_\_\_\_\_



**INDEMNIFICATION AGREEMENT**

I, \_\_\_\_\_, having been authorized to enter into this  
*(Name of authorized agent of organization)*

Agreement as agent representing \_\_\_\_\_ agree,  
*(Name of Organization)*

in the name of \_\_\_\_\_ and behalf of  
*(Name of Organization)*

said organization, to indemnify and hold harmless the Board of Library Trustees of the Village of Chicago Ridge, its officers, agents, employees, and volunteers from and against all claims, causes of action, judgments, settlements, expenses, and costs, including, but not limited to, reasonable attorneys' fees, arising from physical injury, including death, or property loss or damage related to the use of the Library's Meeting Room on \_\_\_\_\_ by said organization.  
*(Date of Use)*

This Agreement is entered into in consideration of the Library's granting approval to said organization's Application for Use of Chicago Ridge Library Meeting Room.

\_\_\_\_\_  
Signature of Agent Date

\_\_\_\_\_  
Title

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## MEETING ROOM USE POLICY

### PURPOSE

The primary purpose of Chicago Ridge Public Library meeting room is to provide facilities for library activities and functions. When not in use by the Library, the meeting room is available to community groups and organizations whose objectives are cultural, educational, or civic in character. Use of the Library's meeting room does not constitute sponsorship or endorsement by the Chicago Ridge Public Library or Board of the user's beliefs. The Library will not discriminate in making its premises available for use because of race, national origin, religion, sex, sexual orientation, age, political affiliation, or physical limitation.

### MEETING ROOM DESCRIPTION

The Chicago Ridge Public Library meeting room will accommodate a maximum of 40 people for outside events. The library will provide tables and chairs. A DVD player, sound system, and projection system are available for use if requested at booking.

### PRIORITY FOR USE

Priority for the use of the Library Meeting Room shall be given as follows:

- (1) Chicago Ridge Public Library and library affiliated/sponsored groups
- (2) Chicago Ridge based groups and organizations
- (3) All other non-profit organizations serving the Chicago Ridge community

### USE GUIDELINES

1. Meeting rooms are available only during hours that the Library is open for general use.
2. Groups using the Meeting Room are requested to end programs at least 30 minutes prior to the Library's closing time.
3. Groups may not charge admission or request donations for attendance or participation.
4. Organizations must comply with applicable American with Disabilities Act (ADA) requirements when using Library Meeting Room facilities, and are responsible for providing, and if necessary paying for, qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations that would enable them to observe and/or participate in the meeting.
5. The applicant must be present at all times during the stated reservation period.
6. Light refreshments and non-alcoholic beverages may be served in the meeting room. All supplies must be provided by the organization.
7. The Meeting Room must be left in the condition in which it was found. The organization or person reserving the Meeting Room is responsible for any and all damages.
8. The applicant is solely responsible for the behavior, well-being and safety of any and all of the meeting participants.
9. One adult must be presents for every ten (10) minors in attendance.
10. Activities and materials must be contained within the room.
11. Groups using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.

12. Library staff will not be made available to change the room arrangement or to provide support services such as carrying equipment or materials into or around the Library, operating audiovisual equipment, making photocopies, accepting phone calls, or taking messages for the sponsoring organization or its participants.
13. The Chicago Ridge Public Library is not responsible for equipment, supplies, materials, or personal possessions owned by those sponsoring or attending a meeting or activity. The user or organization must agree to execute an Indemnification Agreement agreeing to indemnify and hold harmless the Board of Library Trustees, its officers, agents, employees and volunteers against any claims, causes of action, judgments, settlements, costs, or expenses related to the organization's use of the Library's meeting room.

### PHOHIBITED USES AND ACTIVITIES

The Library Meeting Room Cannot Be Used for the Following Purposes:

1. The sale, promotion, endorsement, or advertisement, whether directly or indirectly, of a commercial product or service. This includes organizations or businesses that intend to generate future revenue based upon "free" educational programs promoting products or services offered by the sponsoring party.
2. Learning institutions, instructors, or tutors conducting classes or study sessions for profit and groups promoting future courses or services entailing fees.
3. Gambling activities.
4. Strictly social functions—including but not limited to: weddings, anniversaries, showers, card parties, birthday, and social club parties.
5. Benefits for private individuals.
6. Legal depositions, proceedings, or meetings pertaining to a lawsuit or civil action.

### APPLICATION PROCESS AND RESERVATIONS

1. All those who wish to use the Meeting Room must complete the Meeting Room application form.
2. The Library Director will have complete administrative responsibilities for approval of applications and scheduling of reservations.
3. Meetings are scheduled up to three (3) months in advance; groups are allowed two (2) reservations during that time period.
4. The Library requires a minimum of two (2) weeks to process an application.
5. Applications are approved on a first come, first served basis within fourteen (14) working days of the receipt of the completed application.
6. The applicant must be an adult member, officer, or agent of the sponsoring organization.
7. Applicants must provide a contact name and phone number that the Library can give out to the public for referrals to your organization.

8. Authorization to use the Meeting Room is not transferable to another organization.
9. Please notify the Library Director immediately if a meeting is canceled.
10. In the event of an emergency closing of the Library, all reservations are automatically canceled. Library staff will attempt to inform the contact person of the closing.

#### PUBLICITY

Individuals and organizations reserving use of the Library's Meeting Room are responsible for their own publicity.

1. All advertisements, announcements, press releases, flyers, etc. relating to non-library sponsored meetings must clearly state that the meeting is not sponsored by the Chicago Ridge Public Library.
2. The location of the Library should be publicized, but the Library's telephone number may not be used for any purpose.
3. The Library is not to be included as a source for further information about the meeting.
4. The Library will not handle attendee registration.

#### NON-COMPLIANCE

The Chicago Ridge Public Library will discontinue use of the Meeting Room by any group that does not abide by the Meeting Room Policy or disrupts Library operations.

This policy is not all-inclusive; approval of individual meeting situations not described here will be determined by the library director. We reserve the right to waive portions of this policy to accommodate library sponsored meetings and programs.

*Approved May 12, 2003; Revised February 11, 2019; Revised May 9, 2022*