

AN ORDINANCE ADOPTING A REVISION TO THE MEETING ROOM

AND QUIET STUDY ROOMS POLICY FOR THE OAK BROOK PUBLIC LIBRARY

WHEREAS, on March 26, 2002, the Village Board passed Ordinance 2002-LY-EX1-S-1010 entitled, "An Ordinance Adopting the Library Meeting Room Policy" and said Policy was last amended in 2015 pursuant to Ordinance 2015-LY-EX-S-1417; and

WHEREAS, the Library Commission and Library Director have again reviewed the Library Meeting Room and Quiet Study Rooms Policy and recommend that the Village Board approve the amended Policy, as written in **Exhibit A**, attached hereto and made a part hereof.

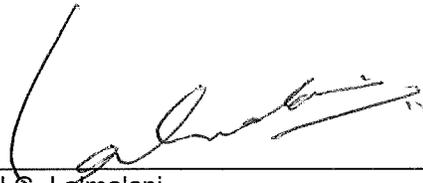
NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK BROOK, DU PAGE AND COOK COUNTIES, ILLINOIS as follows:

Section 1: Recitals. The foregoing recitals are hereby incorporated into, and made a part of, this Ordinance as the findings of the President and Board of Trustees of the Village of Oak Brook.

Section 2: Adoption of Amended Policy. The Village Board shall, and does hereby, adopt the Library Meeting Room and Quiet Study Rooms Policy, in the amended form attached to this Ordinance as Exhibit A.

Section 3: Effective Date. This Ordinance shall be in full force upon passage and approval in the manner provided by law.

APPROVED THIS 14th day of June, 2016.



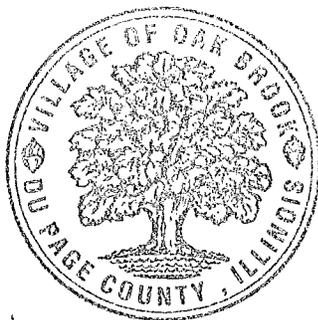
Gopal G. Laimalani
Village President

PASSED THIS 14th day of June, 2016.

Ayes: Trustees Adler, Baar, Manzo, Tiesenga, Yusuf

Nays: None

Absent: Trustee Moy



ATTEST:



Charlotte K. Pruss
Village Clerk

EXHIBIT A

Oak Brook Public Library Meeting Room & Quiet Study Rooms Policy

PURPOSE

The purpose of the Meeting Room and Quiet Study Rooms Policy is to provide criteria for and information on public use of the Meeting Room and Quiet Study Rooms. These facilities are made available to enhance the information and services provided to the community.

Meeting Room

I. Permissible Meetings, listed in priority order

1. Library sponsored programs and meetings
2. Library related programs and meetings
3. Meetings of Oak Brook governmental bodies and intergovernmental organizations in which the Village of Oak Brook is a member
4. Residents and corporate residents may reserve space for informational or educational purposes only.

II. Endorsement

Use of the meeting room by outside agencies does not constitute the Library's endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

III. Hours

Meetings must begin and end during normal Library hours. A group/organization may use the meeting room up to three hours in a single day. Requests for longer hours of use must be included on the Meeting Room Application form and approved by the Library Director. Meetings must terminate 15 minutes before closing time, or at the request of the Librarian-in-charge.

IV. Applications

1. All applications for meeting room use must be made by an Oak Brook Public Library cardholder age 18 or older. Applicant must be present at all meetings.
2. Oak Brook-based businesses must submit an application with the signature and name, address and phone of the responsible employee who will be present at the meeting.

3. Written application must be submitted on form provided in advance.
4. Reservations for meeting facilities may be accepted for a period of up to three (3) months in advance. The Library reserves the right to limit the number of reservations by any organization.
5. Any one (1) group/organization may use the meeting room a maximum of twelve (12) times in a calendar year, unless otherwise specified by the Library Director.
6. Requests for the Meeting Room are made to the Administrative Office.
7. A group or organization that has been denied permission to use the meeting room by the Library Director may appeal to the Library Commission at the Commission's next scheduled meeting. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least five (5) business days before such Commission meeting. If the Commission is not scheduled to meet within 45 days after the appeal is filed, a special meeting will be called.

V. Fees

Grand piano fee must be submitted with the application if use of the piano is requested.

Grand piano fee (non-refundable)	\$75.00
----------------------------------	---------

1. Extraordinary maintenance and/or cleaning expenses will be billed to the primary liaison and any future applications suspended until paid.
2. The grand piano is tuned twice a year. If additional tuning is requested, Library staff will schedule the tuning. The cost will be at the requestor's expense and paid for in advance.

VI. Regulations and Restrictions

1. All meetings must be free and open to the public except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act. Attendance is limited to posted occupancy limits.
2. Activities in the meeting rooms must not be closed to any person due to age, gender, race, religion, national origin, disabling condition, or any other legally protected category.

3. Activities held in the Library are subject to the requirements of the Americans with Disabilities Act (ADA). Organizations must comply with applicable ADA requirements when using Library meeting rooms, and are responsible for providing, and if necessary paying for, qualified interpreters or auxiliary aids requested in order to accommodate any person(s) in accordance with such requirements.
4. The Library retains the right to cancel the reservation of any meeting or series of meetings. A credit or refund will be given of any fee paid.
5. The group is responsible for the set up of the meeting room and, at the end, the room must be returned to the posted arrangement. Groups must provide their own qualified personnel to operate audio-visual equipment.
6. Failure to return the room furnishings to their posted arrangement, clean the kitchen or complete a meeting room clean-up by the scheduled time will result in a denial of future usage. The Primary Liaison will be billed for any excessive cleaning charges.
7. Kitchen facilities are available in the meeting room. Cooking is not allowed.
8. Patrons not having arranged for the use of the piano must not uncover or play the piano. Prior approval is needed to move the piano.
9. Solicitation of names and addresses of attendees for business purposes is prohibited. Private counseling, tutoring and other individual sessions are permissible only if offered to clients free of charge. Exceptions are allowed for Library sponsored events.
10. Private social functions are not allowed.
11. Programs which are not suitable for the Library's physical facilities, or which would interfere with the Library's normal operation are not allowed.
12. Programs or gatherings which present a clear and present danger to the welfare of the participants, attendees, Library staff and patrons, and /or the community are not allowed.
13. Smoking is not permitted in the Library or the Library Garden areas as per the Smoke Free Illinois Act (SFIA).
14. Alcoholic beverages are permitted for Library programs only and in conformance with Illinois Compiled Statutes and Village Policies and Ordinances on the serving of liquor.

15. Nothing may be attached to the walls, ceiling, floor, furniture, equipment or doors of the meeting room.
16. No signs or posters pertaining to non-Library sponsored meetings may be posted on Library property, with the exception of the Community Board.
17. The Library must be given 48-hour notice for any meeting cancelations. Approval to use the Meeting Room in the future will be revoked if notice is not given.

Definitions

- **Corporate Resident** - Any business with a physical place of business within the corporate limits of the Village of Oak Brook. Post office boxes, virtual offices or other electronic presences within the Village without a permanent physical presence do not constitute a physical place of business. Businesses and organizations are issued courtesy cards in accordance with the policy set forth in the General Policy.
- **Library Related** – A meeting or program of an organization in which the Oak Brook Public Library or Library personnel are members.
- **Library Sponsored** – A meeting or program that is planned and executed by Library personnel either as direct leaders or led by persons authorized to lead a meeting or program by Library program planners.
- **Resident** – Any person permanently residing within the corporate limits of the village and all full-time employees of the village, as defined in article III of the Village of Oak Brook Personnel Manual.

Quiet Study Rooms

The two quiet study rooms are located in the Adult Reference area. Users should be aware that the rooms are not sound proof and voices or noises may be heard outside the room. Patrons are expected to behave in a quiet and orderly manner while using the study rooms.

1. The Quiet Study Rooms are available on a first-come, first-served basis. No reservations are accepted.
2. The maximum capacity for the small Quiet Study Room is four (4) and for the large Quiet Study Room six (6) at any given time.
3. Food is not permitted; only covered drinks are allowed.
4. There is a two (2) hour time limit. This time may be extended if no one is waiting for a study room.
5. Patrons must be 12 years of age or older to use the Quiet Study Rooms. Children under the age of 12 must have adult supervision.

6. Patrons are responsible for any damage incurred while using the Quiet Study Rooms.
7. Talking on cell phones or other disruptive activity is not permitted. Noise carries easily and these rooms are intended for quiet study purposes.

Review

The Oak Brook Public Library Commission will review the Meeting Room Policy and its regulations periodically and reserves the right to amend them at any time. The changes are subject to approval and adoption by the Village Board of Trustees.