



# Facilities Policy

## POLICY SECTION 5

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### LIBRARY AND EQUIPMENT USE

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The primary use of the Plainfield Public Library District’s building and grounds is to support the Library’s services in order to achieve its mission. Use of the building and grounds and/or use of Library equipment by other organizations may be authorized when such uses are determined by the Library Director, or designated staff member, as contributing to the Library’s mission without impairment to library services.

### MEETING ROOMS AND GROUNDS

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The primary purpose of the Library’s meeting rooms and grounds is to support library functions, meetings and programs. The policies governing the use of the meeting rooms and grounds are in accordance with Article 6 of the *Library Bill of Rights* which states that "as an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public". The Board of Trustees of the Plainfield Public Library District adheres to the principle of "separation of Church and State" and shall abide by that principle in processing requests for use of its meeting rooms and grounds.

## USE OF LIBRARY MEETING ROOMS

The Library has two rooms available for public use. They are the large meeting room and small meeting room. The Plainfield Fire Protection District has set seating limits in the large meeting room with a capacity of 88 seating up to 70 individuals in chairs or 50 people seated at tables. The small meeting room will accommodate up to 20 people.

- A. Priority in scheduling the use of the meeting rooms shall be given in the following order:
  - a. Library-sponsored programs and meetings
  - b. Meetings of official agencies, committees and boards of governmental entities located within the boundaries of the Plainfield Public Library District
  - c. Educational, cultural, civic and public information events of organizations located in Plainfield
  - d. Educational, cultural, civic and public information events of organizations located outside the immediate Plainfield area.
- B. A valid Plainfield Public Library Card in good standing is required for any room use.

## USE OF LIBRARY GROUNDS

- A. Priority in scheduling the use of the grounds shall be given in the following order:
  - a. Library-sponsored programs and meetings
  - b. Meetings of official agencies, committees and boards of governmental entities located within the boundaries of the Plainfield Public Library District
  - c. Educational, cultural, civic and public information events of organizations located in Plainfield
  - d. Educational, cultural, civic and public information events of organizations located outside the immediate Plainfield area.
- B. Activities on the grounds must remain at least 15 feet from Route 59 at all times. Groups using the grounds are cautioned to be aware of the safety concerns of the area near Route 59 and maintain a safe distance from the roadway.
- C. Picnic tables are located in fixed placements on the Library grounds. Groups are responsible for providing any other equipment when using the grounds.
- D. The Library is not responsible for providing an alternate location due to inclement weather.

## PROHIBITED USES AND ACTIVITIES

- A. All meeting rooms and grounds are restricted to not-for-profit groups only.
- B. Meetings must be open to the public and not restricted to a group's own membership except as required by applicable law.
- C. No admission charge, collections (except for regular club dues or to cover expenses for materials to be used at meetings) or other money-raising activities may be attached to any meeting conducted in the Library's meeting rooms or on Library grounds, unless all proceeds go to the Library.
- D. Meeting rooms and grounds will not be available for purely social gatherings.
- E. Club meetings or installation ceremonies having secret rituals.
- F. Business use, including but not limited to training, interviews and meetings and tutoring services are not permitted.
- G. Classes or demonstrations involving the use of hazardous materials and/or weapons are not permitted.
- H. Any illegal activity or uses which advocate or incite illegal activities are not permitted.

- I. No candles or use of any incendiary items are permitted. No smoking is permitted during events on Library grounds.
- J. Alcoholic beverages are not permitted on Library premises without approval of the Library Director pursuant to Alcoholic Beverages Policy.
- K. No physical changes are allowed to rooms except for rearrangement of furniture. No additional furniture or equipment may be used in the rooms without prior approval of the Library Director.
- L. The name, address or telephone number of the Library may not be used as the address or headquarters for any group using the Library for meeting purposes.
- M. Programs that may disrupt the quiet use and enjoyment of the Library by members of the general public are not permitted.
- N. The meeting room(s) and grounds may not be used to hold rallies, demonstrations or other similar events.

### USE OF LIBRARY STUDY ROOM

The Library has one study room available for public use. The study room is limited to four (4) people.

- The study room will be available on a first-come, first-serve basis, at no charge.
- A Plainfield Public Library District cardholder may use the room for two (2) hours.
- A patron with a card from another library may use the room for one (1) hour.
- The room may not be used for tutoring services with the exception of Library-sponsored ESL tutoring.

### RESERVATIONS

- A. Reservations are required to use the large meeting room, small meeting room and Library grounds.
- B. An online room request must be completed to reserve a meeting room.  
<http://www.plainfieldpubliclibrary.org/library-info/meeting-room-policy.aspx>
- C. A valid Plainfield library card in good standing is needed to secure a reservation. Special provisions may be made for organizations located within the boundaries of the Plainfield Public Library District.
- D. The room reservation should allow for setup time. Please make sure your "meeting" start time reflects at least a 15 minute setup.
- E. A reservation fee of \$25 per use for the large meeting room, small meeting room or Library grounds is due within 72 hours of the reservation request. This fee is non-refundable and covers maintenance costs associated with use of the room or grounds. A reservation will be held as pending until the fee is received. If the fee is not received within 72 hours, the reservation may be released without prior notification.
- F. If a sound system is used on the grounds, it is the responsibility of the group making the reservation to obtain a permit from the Village.
- G. Local government entities will be exempt from the reservation fee.
- H. Application forms need to be submitted as far in advance as possible. Reservations cannot be made more than six (6) months in advance or less than 24 hours in advance of the requested date.
- I. Groups will be restricted to a maximum of two meetings per month.
- J. Application for use of the Library's facilities does not guarantee approval. Applications will be approved on a first-come, first-serve basis.
- K. Confirmation or denial of applications will be done by e-mail or telephone.

- L. If it is necessary to cancel a reservation for a meeting room or grounds, the Library must be notified as soon as possible. Such cancellation notification shall be submitted to the Business Office in writing and may not be rescinded later. No group can assign its space or reservation to another group. The reservation fee will be forfeited for cancellations made less than 24 hours in advance.
- M. If a meeting room is not used and a cancellation notice is not given to the Business Office, meeting room privileges of that group may be suspended.
- N. The Library reserves the right to cancel any reservation by giving the group at least 48 hours notice, except in case of an emergency. Notice of a cancellation shall be done by e-mail or telephone. If the Library must cancel a reservation the reservation fee will be refunded.

## HOURS

Meeting rooms and grounds are only available during regular library hours. The meeting room or grounds must be vacated 15 minutes prior to the closing of the Library unless you have obtained express consent of the Library Director. Violation of meeting room and grounds hours will result in loss of meeting room and grounds privileges.

## FOOD SERVICE

No food or beverage can be served or eaten in the meeting rooms unless a specific request is made and approved in advance. Groups using the large meeting room are not permitted to use the staff lounge. Such behavior will prevent the group from using the Library meeting rooms in the future.

## MEETING ROOM EQUIPMENT AND AVAILABILITY

Desired equipment must be requested in advance. The following equipment is available for use in the meeting rooms:

- Wireless microphone
- Podium and microphone
- Stacking chairs
- Folding tables

## PUBLICITY

Individuals and organizations reserving use of the meeting rooms and grounds are responsible for their own publicity.

- A. All publicity must state that The Plainfield Public Library District is not a sponsor of this organization and its program.
- B. All promotional materials posted or distributed at the Library must be submitted to the Business Office for approval and posting.
- C. The location of the Library should be publicized, but the Library's telephone number may not be used for any purpose.
- D. The Library is not to be included as a source of further information.
- E. The Library will not handle attendee registrations or take messages for program participants.

## GENERAL RULES

- A. The large meeting room will be set up according to the needs of each group depending upon the availability of the Library's custodial staff.

- B. The Library is not responsible for possessions left in the room or on the grounds.
- C. Use of the Library's telephone in meeting rooms is restricted for emergency use only. Depending on your provider, cell phones may not be operable in the lower level meeting rooms.
- D. Library staff is not available for porter service or custodial help unless approved by the Library Director.
- E. The Library does not supply space for groups needing a place to store their supplies or equipment.
- F. If minors are present, they must be under direct adult supervision at all times. One (1) adult must be present for every ten (10) minors under 18 years of age.
- G. Groups using the meeting rooms and grounds are responsible for leaving the room(s) and/or grounds as they found them and reimbursing the Library for any damage that may occur to Library-owned furniture, equipment or to the Library facility and grounds. Future use of the meeting rooms and grounds may be withheld from groups that have caused damage to the rooms, carpet, equipment, furniture, lawns or caused a disturbance in the Library or on the grounds and/or failed to comply with the established rules of the Library.
- H. Except in an emergency, the emergency exit door in the large meeting room must remain closed at all times, unless a staff person is present to secure the door.
- I. The Library Director is the chief person empowered to make decisions regarding the availability and use of the library meeting rooms and grounds. The Library Director may delegate authority to approve meeting room and grounds applications. Requests for exceptions to the above rules must be submitted in writing to the Business Office.

## NON-COMPLIANCE

Failure to comply with the above regulations will result in loss of meeting room and grounds privileges.

## SECURITY CAMERAS

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Use of security cameras is intended to enhance the safety and security of Library District users and staff by discouraging violations of the Library District's Code of Conduct, assisting Library staff in preventing violations, and providing law enforcement assistance in prosecuting criminal activity.

### GUIDELINES

- A. Video recording cameras will be used in public spaces of the Library. Audio recording will not be used.
- B. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as parking lots, entrances, seating areas, and service desks and areas where money is stored or handled.
- C. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- D. Signs will be posted at entrances to the Library informing the public and staff that security cameras are in use.
- E. Cameras will not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Library District is not responsible for loss of property or personal injury.

- F. Recorded data is confidential and secured in a controlled area. The Library District has discretion with respect to retention, disposal and/or destruction of recordings.
- G. Cameras will not be used for the purpose of routine staff performance evaluations.

## USE/DISCLOSURE

- A. Access to archived footage is restricted to designated staff, i.e., the Library Director, Department Heads, and staff designated as Person-In-Charge.
- B. Designated staff may have access to real-time images viewable on desktop monitors in secure areas. The Library District expects that the frequency of viewing and the amount of video viewed will be based on the need to assure the system is operating or to ascertain if footage is available relative to a specific incident.
- C. Access to footage by law enforcement will be provided pursuant to a Subpoena, Court Order, or as determined by the Library District.
- D. Access to footage by the public may be provided pursuant to the Freedom of Information Act.
- E. Video images will be maintained as determined by the Library District.
- F. Video records and photographs may be used to identify individuals responsible for Library policy violations, criminal activity on Library District property, or actions which are disruptive to Library District operations.
- G. In situations involving banned patrons, images may be shared with staff and images may be posted in restricted staff areas for the duration of the banning period.
- H. A breach of this Policy by staff may result in disciplinary action up to and including dismissal.
- I. Any Library District employee who becomes aware of any unauthorized disclosure of a video recording and/or a privacy breach shall immediately inform the Library Director.

## DISCLAIMER

- A. A copy of this Policy may be provided to any patron or staff member upon request.
- B. This Policy is posted on the Library District's website.
- C. Questions from the public may be directed to the Library Director or the Business Office.
- D. The Library District disclaims any liability for use of video data.

## ALCOHOLIC BEVERAGES POLICY

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The Plainfield Public Library District seeks to make the Library the cultural hub of the community it serves. As such, the Board of Library Trustees recognizes that, from time to time, it may be appropriate to allow alcohol to be served in the Library or on library property during library fundraising events or during programs of a cultural or educational nature.

The Library Director may allow delivery or sale or serving of alcoholic beverages in the Library or on Library property subject to the following:

- A. Alcoholic beverages may be permitted at Library sponsored events or at events of a cultural or educational nature that are co-sponsored by the Library.
- B. Alcoholic beverages are not permitted at any event unless first approved by the Library Director.

Alcoholic beverages may be served at pre-approved meetings or events held within an enclosed or controlled space provided there is a means by which to:

- Prevent access to the general public;
- Prevent alcohol from being removed from the premises by attendees;
- Steps are taken to prevent the sale or distribution of alcohol to persons under the age of 21.

## SALE OF ALCOHOL

For fundraising events, the sale of alcoholic beverages may be permitted.

## WHO MAY SERVE ALCOHOL

Alcohol may be served by third party vendors/caterers/entities.

Alcohol may be served by Library Staff or volunteers who are approved by the Library Director.

## LIABILITY INSURANCE

- A. The Library Director shall assure that the Library maintains dram shop liability insurance in maximum insurance coverage limits.
- B. Third party vendors/caterers/entities shall maintain dram shop liability insurance in maximum insurance coverage limits. Proof of such insurance shall be provided. The Library shall be named as an Additional Insured on such coverage.
- C. The Library and third party vendors/caterers/entities shall comply with applicable local laws and ordinances and obtain applicable permits.

## GENERAL RULES AND RESTRICTIONS

All Library rules and regulations shall remain in effect at all times.

## APPLICATION TO SERVE ALCOHOLIC BEVERAGES

A third party vendor/caterer/entity shall submit an Application To Deliver/Serve Alcoholic Beverages in a form to be provided by the Library (see Appendix 5A).

## RESERVATION OF RIGHTS

The Board of Library Trustees and/or Library Director reserve all rights and discretion with respect to interpreting and implementing this Alcoholic Beverages Policy.

## EXHIBITS

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Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the Library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks, with set up and removal being the responsibility of the exhibitor. The Library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the Library and will take no extraordinary measures to insure its safety.

- A. Requests for use of exhibit space will be accepted primarily from units of local government and from non-partisan, not-for-profit secular organizations. Professional or commercial groups may sponsor a display or exhibit if, in the view of the Library Director, they enhance or complement library programs or promote library services, as long as said display or exhibit

- does not solicit transactions for goods or services. Private individuals may also request use of the Library's display case based on adherence to this policy.
- B. No organization or individual will be permitted to display any materials which advocate the election of or defeat of a candidate for public office or which advocate an affirmative or negative opinion for or against any political, legislative or judicial issue.
  - C. The exhibitor agrees to hold the Plainfield Public Library District harmless for the preservation, protection or possible damage or theft of any items placed in the display cases. The cases are locked at all times. All items placed in the display case are done so at the exhibitors' risk. It is suggested that exhibitors keep an inventory of contents and provide their own insurance coverage.
  - D. Displays and exhibits are subject to limitations and availability of space as determined by the Library Director.

## TYPES OF EXHIBIT FACILITIES

The Library can accommodate display/exhibits that need:

- A. Glass display cases with glass shelves
- B. Bulletin boards
- C. Open space for free standing displays

## USE OF GLASS DISPLAY CASE

- A. The lobby area display case is divided into two parts. One measures 25 ½" wide x 46" high x 18" deep. It contains two glass shelves. The second measures 25 ½" wide x 32" high x 18" deep. It has one glass shelf. Both have sliding glass doors with key locks.
- B. This case is designed to display objects of an artistic, cultural, historical, informative or civic nature produced by both library staff and outside organizations and individuals.
- C. Exhibitors are responsible for setting up and dismantling their displays.
- D. The display case shall not be used to market wares or services of any kind. While art and craft displays offered by local artists would be considered, price tags cannot be displayed. Only the artist's name, address and telephone number will be included in the display.
- E. All displays must be removed promptly; otherwise, Library staff will remove them for storage. If items are not picked up within two weeks, the Library reserves the right to dispose of them as it wishes.

## RESERVATIONS

- A. Reservations are necessary in order to use the Library's exhibit space.
- B. An exhibit application form must be completed. (Appendix 5B)
- C. Applications to use the Library's exhibit space must be submitted as far in advance as possible and will be approved on a first-come basis.
- D. Confirmation or denial of applications will be made by e-mail or phone.

## COMMUNITY INFORMATION

The Plainfield Public Library District has several bulletin boards and literature racks located throughout the Library for posting notices of interest to District residents. Information posted does not necessarily reflect the views of the Plainfield Public Library District.

- A. Bulletin board space is available to organizations engaged in educational, cultural, intellectual or charitable activities that may serve to benefit District residents.

- B. Organizations wishing to post materials on the Library's public bulletin board must submit their materials to the business office. If approved, items will be posted by administration on a first-come basis.
- C. Under no circumstances may the bulletin board be used to advertise items or services for sale.
- D. All notices shall be posted for as long as possible prior to date of an event, depending on availability of space.
- E. Materials that do not meet Library guidelines will not be displayed and will be removed upon discovery.
- F. Flyers and handouts will be removed from literature racks on a periodic basis.

## DIGITAL SIGN POLICY

The purpose of the Plainfield Public Library electronic sign is to share information regarding library events which promote and enrich our citizens and local community.

Messages/announcements may be allowed from the following entities:

- A. The Plainfield Public Library District
- B. Friends of the Plainfield Public Library
- C. Community events where the Library is a partner or participant
- D. Other local government entities

The Library will not host messages, announce events or sell advertising space to businesses or other organizations.

## CHARITY COLLECTION CONTAINER POLICY

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The Plainfield Public Library District provides limited areas for charity collection containers sponsored by, or designed to benefit, not-for-profit community organizations to serve the needs of the Library's community.

### PRIORITY FOR USE

The primary purpose of the Library's charity collection containers is to provide a collection point for items that are deemed beneficial to the residents who live within the Library's boundaries. Priority for the containers is as follows:

- Organizations with which the Library has a partnership.
- Organizations that operate within the Library's boundaries.
- Organizations that operate outside the Library's boundaries, but serve residents within the Library's service area.

### LIMITS

The Library Director may exercise reasonable discretion in determining what is considered an appropriate use for a collection container and is authorized to act accordingly.

- No commercial organization or individual shall be permitted to place, on Library property, any box or receptacle that solicits donations.
- The Library reserves the right to limit the number of simultaneous charity collection containers.

- The Library reserves the right to limit the frequency of charity collection containers.
- If the Library is currently hosting a charity collection container for a particular item or organization, it will be at the discretion of the Library Director to host additional charity collection containers for the same or similar type of items or organizations.
- Collection containers are limited to a maximum period of 30 days, unless otherwise approved by the Library Director.

### ENDORSEMENT

Hosting a container for a charity collection does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event or viewpoint.

### FAILURE TO COMPLY

Violation of the Charity Collection Container Policy may result in a loss of hosting privileges and removal of the charity collection container.

### DAMAGES AND LIABILITY

- Once deposited in the collection containers donated items will not be returned to the donor.
- The Library accepts no responsibility for the loss of or damage to any items deposited in any charity collection container.
- It is the responsibility of the charitable community organization collecting donated items to make arrangements for their pick-up from the Library.
- Any individual, group or organization picking up donated items will be held responsible for damage to Library property associated with said pick-up.