



## MEETING ROOM POLICY

### Purpose

The La Grange Park Public Library believes the community should make frequent use of the public spaces maintained in the library building. This policy sets forth the guidelines for meeting room use by the public to ensure that library space is being used in a safe, equitable, and appropriate manner. The library staff reserves the right to determine use of the rooms and to cancel or reschedule all reservations without liability.

### Guidelines

Members of the public may reserve a meeting room for a specified date for non-commercial, cultural, informational, educational, intellectual, or civic purposes. Room availability is contingent on there being no conflict with library programs or meetings, which have first priority at all times. Applications for use of the rooms may be made on a quarterly basis starting on the following dates:

- January 15 – for use through May
- April 15 – for use through August
- July 15 – for use through November
- October 15 – for use through February

The following rooms are available for group or individual use. Please note the room you hope to occupy on the meeting room application form.

- Community Room (accommodates 95)
- Conference Room (accommodates 15)
- Activity Room (accommodates 35)
- Music Room (accommodates 6)

Use of the rooms is subject to the following guidelines. Any person or organization found to be in violation of these guidelines may be asked to leave immediately and may be barred from future use of library meeting space.

1. In order to use the meeting rooms, a representative of the group must take responsibility for the group's use of the room by signing a paper application or completing the application on our website up to 48 hours prior to use. Rooms for individual use may be reserved in person or by phone for same day use.
2. Responsibility must be assumed by the individual/group/organization for damage, breakage, and/or theft of furnishings, property, and equipment occurring during use of the room. Any damages resulting from the use of the room may be charged to the responsible party.
3. All users are responsible for complying with applicable Americans with Disabilities Act (ADA) requirements when using the rooms. All ADA accommodations will be provided by the sponsoring group/organization. Compliance with safety and fire regulations is mandatory.
4. Activities at a meeting should not interfere with library operations, and meeting room users must comply with the library's Patron Conduct Policy.
5. Groups may not charge admission nor solicit or require donations for attendance. No products or services may be solicited or sold. Meeting rooms may not be used for gatherings of a purely social nature. Library staff may enter the room at any time to ensure groups are adhering to usage guidelines.
6. Rooms may be used for up to 3 hours per day. Users must check in and out of the room at the nearest service desk. Rooms will be held for 15 minutes from the reservation time, after which the room is forfeited. Patrons should contact the library to cancel room reservations if the room is no longer needed.

Adopted: 12/90

Revised: 5/93, 10/94, 10/95, 3/01, 6/04, 4/08, 5/10, 3/14, 8/17



7. The meeting rooms are available during normal library hours. Opening and closing times are prompt, and no one will be allowed inside the building before or after the official open hours. Meeting rooms must be vacated 15 minutes prior to closing.
8. Library staff will provide minimal assistance with the library's equipment. Patrons must be conversant with their own equipment. Library staff cannot assist groups with transporting materials in or out of the meeting rooms. Groups are responsible for room setup and for leaving rooms in the same condition they found them.
9. Non-alcoholic beverages and food may be brought into the meeting rooms. The library does not provide coffee pots or supplies. There are no kitchen facilities available for use.
10. Use of the meeting rooms does not in any way constitute an endorsement by the La Grange Park Public Library of an individual/group/organization's policies and beliefs, subject matter of the meeting, or viewpoints expressed by participants. Advertisements for meetings held in the La Grange Park Public Library may not be displayed in such a manner as to suggest library sponsorship. The library's address and phone number cannot be used as the place to call for information.

#### **Fees**

La Grange Park residents are encouraged to make use of any available meeting space for free. In the instances noted below, fees may be charged for room use. Applicable fees must be received prior to the scheduled meeting date.

- Rooms being reserved by for-profit organizations for non-commercial use may be assessed a fee of up to \$25 per hour for the use of meeting rooms. Groups should note their status as a for-profit organization on the meeting room application.
- Use of audio/visual equipment may incur a charge of \$15 per use.
- The library may assess a cleaning fee if the room is not left in acceptable condition. Individuals/groups/organizations will be billed for any damage that occurs to the room or equipment.