

## Meeting and Study Room Policy

### Revision Control

- Revision Approved by LPLD Board May 26, 2005
- Revision Approved by LPLD Board February 17, 2011
- Revision Approved by LPLD Board May 19, 2016

### I. Eligibility

Lincolnwood Public Library District has three Meeting Rooms, three Study Rooms and one Digital Media Lab available for reservation and use by the public.

**Meeting Rooms:** May be reserved by a not-for-profit, non-commercial corporation or organization, which, by virtue of its purpose and membership, is deemed to be connected with the Library's goal of serving the educational, cultural, intellectual and civic needs of the Lincolnwood community. The authorized representative requesting a room and completing the form must be a Lincolnwood resident, have a valid Lincolnwood Library card in good standing, be 9<sup>th</sup> grade and up, and be present during the reserved time.

**Study Rooms:** May be reserved by a Lincolnwood resident with a valid Lincolnwood Library card in good standing, 9<sup>th</sup> grade and up. Non-residents may only reserve Study Rooms in person at the time of booking, based on availability.

**Digital Media Lab:** May be reserved by a Lincolnwood resident with a valid Lincolnwood Library card in good standing, 9<sup>th</sup> grade and up.

### II. Priorities

Although they are made available for public meetings and use, the primary purpose of the Meeting Rooms, Study Rooms and the Digital Media Lab is to meet the operational needs of the Library. Meeting Room, Study Room and Digital Media Lab availability is contingent on there being no conflict with Library programs or meetings, which have first priority at all times.

### III. Reservations

**Meeting Rooms:** To reserve a Meeting Room, an application must be completed in person or online. Meeting Rooms may be reserved up to two (2) months in advance of the use date, but no less than 10 business days prior to the use date. No group or any of its chapters, divisions, branches or other subgroups may reserve the Library's meeting rooms more than six times in any six-month period. Meetings cannot start until 30 minutes after the Library's opening and must end no later than 30 minutes prior to the Library's closing. Requests will be considered in the order of application. Any organization seeking to use meeting facilities must agree in writing to observe all policies and regulations. All reservations must be confirmed in writing by the Library; an application for use does not ensure approval. Reservation cancellations are requested no less than 24 hours in advance.

**Study Rooms:** Study Rooms can be reserved by residents up to one (1) week in advance on a first come, first served basis, and can be booked up to one 2-hour block of time per day. Non-residents may reserve Study Rooms in-person at the time of booking up to one 2-hour block of time per day, based on availability. Patrons can stay longer if there is no demand for the room. To promote the accessibility of Study Rooms to a wide

variety of users, the Library may limit the number or length of reservations during any time period for any applicant. Room reservations will be released 15 minutes after the scheduled time if someone does not arrive for their reservation.

**Digital Media Lab:** The Digital Media Lab can be reserved up to one (1) week in advance on a first come, first served basis, and can be booked up to one 2-hour block of time per day. Patrons can stay longer if there is no demand for the room. To promote the accessibility of the Digital Media Lab to a wide variety of users, the Library may limit the number or length of reservations during any time period for any applicant. Room reservations will be released 15 minutes after the scheduled time if someone does not arrive for their reservation.

#### IV. Access to Meetings and Functions

All meetings and functions in the Meeting Rooms must be open to the general public regardless of race, color, religion, sex, national origin, ancestry, age, order of protection status, disability (physical and mental), marital status, sexual orientation (including gender-related identity), unfavorable military discharge, arrest record, citizenship status, language, and pregnancy, except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act. The Library will not charge for use of Meeting Rooms, Study Rooms or the Digital Media Lab.

#### V. Set-Up and Clean-Up

Groups and individuals are responsible for leaving the facilities in order after use and for reimbursing the Library for damage to the facility. Groups must transport their own supplies and equipment; no storage is provided. Any moving or rearranging of Library equipment in Meeting Rooms must be done by Library staff.

#### VI. Library Equipment

Groups and individuals are responsible for leaving equipment and property in order after use and are responsible for reimbursing the Library for any damage. Groups may not exceed the stated capacity.

#### VII. Behavior

Groups and individuals that meet in the Library, as well as the individuals who attend group meetings, must comply with *Policies Governing Behavior in the Library*. Excessive noise or use of hazardous materials are prohibited.

#### VIII. Food and Other Refreshments

**Meeting Rooms:** Food and covered nonalcoholic drinks may be consumed in the Meeting Rooms as long as they are individually packaged and do not have to be maintained at certain temperatures. Examples include bagged snacks, juice boxes, whole pieces of fruit, and cookie trays. The serving and consumption of food and covered nonalcoholic drinks must be approved in advance and a \$50 cash deposit may be required at least 10 business days before the meeting, which will be refunded if the room and equipment are left in good condition. Alcoholic beverages, smoking, vaping and other use of tobacco products are not permitted in the Library.

**Study Rooms:** Groups and individuals using the Study Rooms may have covered nonalcoholic drinks, but no food.

**Digital Media Lab:** No food or drinks are allowed in the Digital Media Lab.

## **IX. Responsibility**

The Library is not responsible for security or storage of property owned by groups or individuals using the Library Meeting Rooms, Study Rooms or the Digital Media Lab, nor is it responsible for damage or loss of property of others. All organizations or groups using any of the rooms shall indemnify, defend and hold harmless Lincolnwood Public Library, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of the Library's rooms.

## **X. Prohibited Uses and Activities**

An organization may not use the rooms for any of the following activities:

- To promote or advertise, directly or indirectly, a commercial product or service;
- To hold activities or disseminate materials urging support of or opposition to candidates for office in a particular election, or to issues on the ballot;
- To hold activities or disseminate materials that a reasonable person would deem to be an endorsement of religion or religious belief by the Library or that urges support of or opposition to any religion or religious belief; or
- To hold activities or disseminate materials that are obscene, defamatory, invade an individual's privacy, or directly incite violence.

Materials or equipment that, in the judgment of the Library Director or designee, may be potentially dangerous to Library users, staff, or property may not be brought into any area of the building.

## **XI. Solicitations, Sales, and Promotions**

No admission fees may be charged for functions held in Meeting Rooms, nor may any person sell their wares. No other money may be collected or other fundraising activities conducted except by Library-related organizations such as the *Friends of the Library*.

## **XII. Sponsorship or Endorsement**

Use of Library Meeting Rooms by an organization is not in any way an endorsement of the group's policies and beliefs. Publicity for meetings held in the Library may not be displayed in such a manner as to suggest Library sponsorship. The following disclaimer must be included in all published materials about the event: *The Lincolnwood Public Library provides meeting space as a community service. The Library neither sponsors nor endorses this event, the speaker(s) or the organization.* The Library will not publicize such events. Groups may not use the name or address of the Library as an official address or headquarters of an organization.

## **XIII. Non-Compliance**

The Library Director or designee reserves the right to rescind an organization or individual's future use if privileges are abused or if policies are not followed. The Library Director or designee reserves the right to determine use of the rooms, assess fees for use of the rooms, and cancel or reschedule all arrangements at his or her discretion, with or without cause or reason, and without liability.

## **XIV. Situations Not Covered**

Any situation not specifically covered in this statement of policy will be resolved by the Library Director and may be reviewed by the Library Board.