

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

The La Grange Park Public Library makes its meeting rooms available for use at no charge to La Grange Park residents and governmental organizations. Not-for-profit groups may also reserve the rooms at no charge, provided a La Grange Park Library card holder is the designated contact. The designated contact must be present at the meeting. The rooms may only be used for non-commercial, cultural, informational, educational, intellectual, and civic purposes.

For-profit businesses and individuals may reserve the rooms for a fee.

Room availability is contingent on there being no conflict with Library programs or meetings, which have first priority at all times.

The Library reserves the right to determine use of the rooms and to cancel or reschedule all reservations without liability.

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 can not be used as the place to call for information.

Priority for reserving the use of the meeting rooms is given in the following order:

1. Library sponsored meetings and programs
2. Official agencies and governmental units serving the Village of La Grange Park
3. La Grange Park community groups and non-profit organizations
4. Businesses located in the Village of La Grange Park for non-commercial use

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. This person must be a La Grange Park Library cardholder in good standing, age 18 years or older.

Rooms may be reserved on our website or by paper application up to 48 hours prior to use. Rooms may be reserved in person or by phone for same day use.

Adopted: 12/90

Reviewed:

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

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.

ALL MEETINGS MUST BE OPEN TO LIBRARY STAFF. 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.

Activities at a meeting should not materially or substantially interfere with the proper functions of the Library. Prohibited activities include causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate the Library Patron Conduct Policy.

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 that time the room is forfeited. Patrons must call to notify the Library if they are running late or need to cancel.

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. Therefore groups must schedule their meeting to begin 15 – 30 minutes after the Library opens, and end their meeting 15 – 30 minutes before the Library closes.

Library Hours: Sunday: 1:00 pm to 5:00 pm
Monday through Thursday 10:00 am to 9:00 pm
Friday and Saturday 10:00 am to 5:00 pm

Library staff will provide minimal assistance with the Library's equipment. Patrons must be conversant with their own equipment, especially laptop computers. Library staff cannot assist groups with transporting materials into or out of the meeting rooms. Groups are responsible to set up the rooms. Emergency exits may not be blocked.

Non-alcoholic beverages and food may be brought into the meeting rooms. The Library does not provide coffeepots or any supplies. There will be a clean-up fee of \$15 if the room is not left clean and orderly. There are no kitchen facilities available for use. Individuals/groups/organizations will be billed for any damage that occurs to the room or equipment.

Adopted: 12/90

Reviewed:

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

Room fees for all use:

Use of audio/visual equipment \$15.00 per use
(obtain a receipt from Circulation Desk and bring it to the meeting)

Room fees if used by for-profit organizations, businesses, or individuals:

Community Room (accommodates 95)	\$25.00 per hour
Conference Room (accommodates 15)	\$15.00 per hour
Activity Room (accommodates 35)	\$15.00 per hour
Music Room (accommodates 6)	\$15.00 per hour

Rooms may only be used 3 hours per day.

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

New applicants should familiarize themselves with the Library's meeting rooms before filling in an application.

The applicable fees must be received by the Library prior to the scheduled meeting date.

Any organization that does not comply with the policies, procedures, and requirements listed above may have their meeting room privileges revoked.

Adopted: 12/90

Reviewed:

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