

SECTION: II LIBRARY PHILOSOPHY & OBJECTIVES
SUBJECT: S MEETING ROOMS

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The Elk Grove Village Public Library welcomes the use of its meeting rooms for civic, cultural, and educational activities. Such meeting places will be available on equal terms to all groups in the Elk Grove Village community, regardless of the beliefs and affiliations of their members. Permission to use the meeting room does not constitute an endorsement of a group's policies or beliefs.

1. AVAILABILITY AND USE

- a. The meeting rooms at the Library are intended for the following purposes in order of priority:
 - i) Library sponsored meetings or programs
 - ii) Friends of the Library sponsored meetings or programs
 - iii) Meetings of Elk Grove Village and other agencies of local government
 - iv) Meetings of Elk Grove Village community groups and organizations whose aims are for educational, cultural, or civic purposes and not for profit
 - v) Meetings of Elk Grove Village for-profit businesses

- b. For-profit businesses located within incorporated Elk Grove Village and **in possession of a valid Elk Grove Village Public Library business card** may utilize the Lee Maternowski Room (LMR) or Conference Room under the following provisions:
 - i) Rooms can be booked Monday through Friday only.
 - ii) Meetings must be held between 9am and 5pm only.
 - iii) No more than 1 use per month is allowed.
 - iv) Requests can be made up to 30 days in advance.
 - v) No sales or marketing activities are permitted.
 - vi) Only one room may be booked on a given day.

2. EXCLUSIONS

- a. Library meeting spaces may not be reserved for private social gatherings such as showers, parties, and dances.

3. REGULATIONS

- a. All meetings must be free of charge and open to the public.

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- b. No admission fee may be charged or donations collected for programs, and no products or services may be sold. Library and Friends of the Library sponsored programs are exceptions.
- c. The Library reserves the right to assign groups to specific rooms as it deems appropriate.
- d. The Library retains the right of access to the meeting rooms at all times during all meetings to assure compliance with the provisions of Library Policy.
- e. Individuals or groups presenting and attending meetings, programs and events are subject to all Library policies, rules, and regulations. Individuals and groups not following proper Library conduct may be asked to leave. Failure to comply with Library policies, rules, and regulations may be grounds for suspension of Library privileges.
- f. Meetings, programs, or events may not disrupt Library users or staff. The Library reserves the right to terminate meetings, programs, or events that disrupt or interfere with normal Library operations.
- g. Library personnel will strive to set up the meeting room according to the specifications provided by the organization at the time of reservation. Modifications to the standard set up are the organization's responsibility.
- h. Groups wishing to test the projector or other available A/V equipment ahead of time must schedule an appointment with Library staff after their application is approved.
- i. Library staff will set up the requested equipment and provide basic use instructions. Library staff will not be present to operate equipment during meetings, programs, or events. The Library will not provide or set up equipment that has not been requested at least 4 days in advance.
- j. Library staff will not be available for room setup and equipment changes on the day of the meeting.
- k. The Library cannot provide assistance to carry supplies to the meeting rooms, and custodial help is not available for other than normal maintenance of the rooms. The Library does not have personnel to assist with meetings or programs or to run equipment.
- l. The Library will not provide storage for property of organizations meeting in the Library building and assumes no responsibility for property before or after the meeting.

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- m. Groups that have other meeting facilities are expected to utilize their own facilities. Only under exceptional circumstances will a group that has its own facility be permitted to book space at the Library.
- n. A \$25.00 fee will be charged to serve food or beverages in the Lee Maternowski Room and Conference Room.
- o. Any food, beverage, or serving pieces must be supplied by the organization. No alcoholic beverages are permitted. Smoking is not permitted.
- p. Organizations using the meeting rooms have the responsibility to clean up after their meeting.
- q. The organization is responsible for Library property, materials, equipment, and furnishings during the period of use of the room. In the event of harm, damage, or theft, the group may be barred from further use of the room and the applicant's Library card will be blocked until the Library has been compensated for the affected property.
- r. Personal injury, damage, or loss of personal property must be reported promptly to Library staff.
- s. The Library, its employees and Trustees, do not assume responsibility for personal injury, damage, or loss of personal property during the group's use of a meeting room.
- t. The Library reserves the right to resolve scheduling conflicts.
- u. For those using the paper Room Reservation Form, it must be signed by an authorized representative for the organization. The authorized representative of the organization must be the holder of a valid adult Elk Grove Village Public Library Card.

4. RESERVATIONS AND SCHEDULING

- a. Reservations are made on a first-come, first-served basis.
- b. Reservations must be made by an adult having a valid Elk Grove Village Public Library card. The applicant must remain in the room throughout the group's meeting.
- c. No group may use the meeting room more than once a month.
- d. Requests can be made up to 3 months in advance.

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- e. "Standing reservations" are not permitted.
- f. Organizations are asked to notify the Library of cancellations 30 days prior to a scheduled meeting date.
- g. Groups must not exceed the capacity for the assigned room.
- h. All groups of persons under 18 must be attended at all times by an adult chaperone who will assume responsibility for the group's activity.
- i. The Library's name, address, telephone number, or URL may not be used as the address or headquarters for any group using the Library, except the Friends of the Library.
- j. Groups using the meeting rooms shall agree to be responsible for providing for any requests of potential meeting attendees for special accommodations under the 1991 Americans with Disabilities Act. This includes, but is not limited to, signers for the hearing impaired and special accommodations for wheelchairs and other wheeled appliances.

5. ENDORSEMENT

- a. Handouts, press releases, or flyers used to advertise the meeting must be submitted to the Library Administration for their review and approval 7 days prior to the meeting.
- b. Any such announcements must include a disclaimer of the following type: "The Elk Grove Village Public Library provides Library meeting space as a community service. This event is not sponsored by the Library."

6. ROOM CAPACITY

- a. Number of occupants allowed:
 - i) Lee Maternowski Room A/B/C – 100
 - ii) Lee Maternowski Room A – 30
 - iii) Lee Maternowski Room B – 35
 - iv) Lee Maternowski Room C – 35
 - v) Conference Room – 20

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7. FEES

- a. A \$25.00 fee will be charged to serve food or beverages in the Lee Maternowski Room and Conference Room.
- b. The Library reserves the right to charge additional fees for cleaning services. Organizations using the meeting rooms have the responsibility to clean up after their meeting.