



## Meeting Room Policy

### Purpose

The primary purpose of the Nippersink Public Library District meeting rooms is to provide space for Library activities and functions in support of the Library's mission. When not needed for Library use, the Library's meeting rooms may be available for use by the public.

The Library makes its meeting rooms available to individuals, groups, and organizations engaged in informational, educational, cultural, charitable, and civic activities. Preference is given to local and non-profit organizations. Such use does not imply endorsement, support, or co-sponsorship by the Nippersink Public Library District of the group's policies, beliefs, or activities.

### Priorities

Library programs and meetings have first priority for use of all rooms. Public availability is contingent on there being no conflict with Library needs.

### Access

All meetings and functions in the meeting rooms are free of charge and open to the general public regardless of race, color, religion, national origin, ancestry, age, order of protection status, disability (physical or mental), marital status, sexual orientation (including gender-related identity), citizenship status, or language, except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act.

The Library complies with the Americans with Disabilities Act (ADA). Meeting rooms are physically accessible to people with disabilities. Requests for accommodations (e.g., auxiliary aids, sign language interpreters, large-print materials) should be made two weeks prior to the event. The Library, partner organizations, and outside groups using the rooms must provide accommodations with at least 48-hour notice.

### Usage

Meeting rooms may be reserved for the following:

- Local government bodies
- Community organizations or groups engaged in educational, civic, cultural, charitable, religious, or public information activities
- Educational programs by for-profit firms and organizations, provided the program is free, open to the general public, held in partnership with the Library, and follows the Library's no-solicitation policy
- Personal meetings and open office hours of elected representatives of local, state, and national government that are non-partisan and non-endorsement based



Meeting rooms may **not** be reserved for:

- Promotion or advertising of a commercial product or service
- Campaigning for or against candidates for office or ballot issues
- Religious worship services or activities that would imply Library endorsement of religion
- Activities disruptive to normal Library operations or involving threats to public safety
- Private social gatherings

### **Capacity**

Maximum capacity of each room is posted according to safety codes and room setup:

- Large Meeting Room – max. 60 seated; 90 standing room only
- David Gardner Room – max. 12 seated
- Conference Room – max. 15 seated

### **Registration**

- Reservations require submission of a Meeting Room Request form by an adult age 18 or older, who must remain present during the event.
- A second contact person may be added to the reservation. The Library will only communicate with individuals listed on the form.
- Rooms may be booked up to four months in advance and must be reserved at least four days prior to the requested date. Walk-in use is allowed for study purposes when space is available.
- Reservations are for two-hour blocks, with rooms available beginning 15 minutes after opening until 15 minutes before closing.
- Groups should cancel reservations at least 24 hours in advance. Repeated no-shows or last-minute cancellations may result in loss of future room-use privileges.
- The Library reserves the right to change or cancel reservations due to unforeseen circumstances, with at least 48 hours' notice whenever possible.

### **Set Up and Clean Up**

- Groups are responsible for leaving rooms in good order and reimbursing the Library for damages.
- Room setup and technology needs must be requested in advance. Moving or rearranging Library equipment must be done by Library staff, who may not be available for same-day assistance.
- Food and drink are permitted only with prior approval of the Library Director.



## **Library Equipment**

Available equipment may include chairs, tables, projector, screen, and kitchenette with coffee maker. The Library no longer provides a podium. Outside equipment must be approved by Library staff in advance. Materials or equipment judged unsafe by the Director or designee may not be brought into the building.

## **Behavior and Use**

- All groups and individuals must comply with the Library's Patron Conduct Policy.
- Running, roughhousing, excessive noise, or disruptive behavior is not permitted in meeting rooms.
- No admission fees may be charged and no products or services may be sold.
- If a room is left unattended for more than 30 minutes, the reservation will be considered ended and the room released for use by others.

## **Responsibility**

The Library is not responsible for security, storage, loss, or damage of property belonging to groups or individuals using the rooms. All users shall indemnify, defend, and hold harmless the Library, its officers, agents, and employees from claims arising from use of the facilities.

## **Sponsorship or Endorsement**

Use of a Library meeting room does not imply Library endorsement of the group's policies or beliefs. All publicity must include the disclaimer:

*"Nippersink Public Library District provides meeting space as a community service. The Library neither sponsors nor endorses this event, the speaker(s), or the organization."*

Groups may not use the Library's name or address as their official headquarters.

## **Non-Compliance**

The Director or designee may determine room use, cancel or reschedule reservations, and rescind future privileges if policies are violated.

## **Appeals**

Patrons may appeal a denial of meeting room use by submitting a written request to the Director, who will respond in writing. If denied, a further appeal may be made to the Board of Trustees, whose decision is final.

## **Situations Not Covered**

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