

North Chicago Public Library  
2100 Argonne Drive  
North Chicago, IL 60064

Board of Trustees

Policy #003

## **Community Meeting Room Policy and Regulations**

Adopted January 17th, 2012

Revised December 13<sup>th</sup> 2016

### **Purpose:**

The North Chicago Public Library serves an increasingly diverse population in the City of North Chicago. Our mission is to provide quality library services and resources to help the people in the city of North Chicago. This policy outlines the Library Community Meeting Room rental/fees and the use of the facilities. The meeting room may be booked by North Chicago residents who possess a valid North Chicago Library card and submit a completed Community Meeting Room Agreement Application and Facilities Users Release Form.

### **I. General Guidelines**

The use of the community meeting room space by an organization does not constitute library sponsorship, viewpoints, or endorsement of the organization or the activities. Advertisements or announcements that either directly or indirectly imply otherwise shall not be permitted. Failure to conform to these regulations may result in immediate suspension of meeting room privileges.

A. Groups cannot use the library's address or phone number as the organization's contact point.

B. All publicity indicates that the North Chicago Public Library is not a sponsor of the organization's program.

The policies governing the use of the meeting rooms at the North Chicago Public Library are based on Article 5 of The Library Bill Of Rights: As an institution/organization of education for democratic living, NCPL welcomes the use of its meeting room for cultural, civic, and educational activities. Meeting space is available on an equal basis to all groups in the community, regardless of the beliefs and affiliations of its members.

### **II. Exclusions**

The following groups are excluded from using the meeting rooms:

A. Group meetings for a social or private function. (Example: showers, birthday parties, repasts, reunions, weddings, all religious services.)

B. Groups intending to hold meeting which would interfere with the work of the Library because of noise or other factors as reasonably determined by the Library Director.

### **III. Facilities (See application for meeting room).**

### **IV. Reservations**

A. Reservations are not final until payment is made and a Facilities User Release Form is returned to the Circulation Department. The Circulation Department will maintain a Schedule of fees. Circulation Department staff will issue a receipt following payment and completion of the Meeting Room Application and User Release Form.

Library sponsored groups shall have the first choice of time. Reservations will be taken on a first-serve-basis. Where a conflict exists regarding requested dates, preferences shall be given in the order listed in the section I above. Repeated cancellations or unused reservations result in denial of meeting room use. Groups should check in with Circulation Department at the front desk before entering the room they have reserved. Meetings must be reserved 3 days in advance but no more than 4 weeks in advance.. Last minute reservations cannot be accommodated. In fairness to all, no organization may meet in the library regularly more than 2 days per month.

B. Cancellation of meetings must be made at least 24 hours before the scheduled time via notification.

C. The Library reserves the right to refuse any group, either because the nature of its activities is in conflict with library regulations or scheduling, or because of the group previously disregarded the library policies and regulations.

### **V. Fees**

The community meeting room will be rented out for 3 hours for \$45.00 or \$60.00 with food. Extra time will be \$10.00 per additional hour. Non-for-Profit, Community Based organizations can use the community meeting room for no charge. There will be an additional \$10.00 fee for the room clean-up. All fees for damage shall be paid within thirty days. Failure to do so shall result in forfeiture of the right to use the meeting room facilities.

### **VI. Hours**

Meetings may be held on days the Library is open from 9:00am-7:45pm, Monday through Thursday and from 9:00am-4:45pm on Friday and Saturday. The Library is closed on Sunday. General admittance of group representatives for preparation and meetings shall be no earlier than fifteen minutes before the meetings start. Meetings

should conclude 15 minutes prior to the Library closing. Only meetings which are sponsored or co-sponsored by the library may be scheduled at times when the library is closed.

## **VII. Meeting Room Regulation**

- A. Smoking is not permitted anywhere in the library, including all meeting rooms, lobbies, restrooms, etc.
- B. No alcoholic beverages or drugs may be used on the library premises.
- C. Decorations must be limited to those items which can stand on the floor or a table and which conform to fire regulations.
- D. Groups may set up the room for their own use, but immediately after using the room, tables and chairs must be put back in the order in which they were found.
- E. Light refreshments are permitted. (Light refreshments are defined as cookies, pastries, fruit, cheese and pizza also beverages such as water, pop, and punch.
- F. A group requesting the use of the meeting room must designate one adult to assume legal responsibility for the group activities in the library.
  
- G. All groups are responsible for removing their refuse and providing trash bags to carry out the refuse. Refuse bags should be closed, shut, and placed in the hallway outside of the meeting room.
- H. Use of library telephones for personal calls by members of an organization is not permitted library staff will not be responsible for delivering personal messages to organization members.
- I. At the conclusion of a meeting, the room must be returned to its original condition. The person responsible for the group must notify the Circulation Department or Security Monitor when the meeting is over.
- J. Misrepresentation or falsifying stated usage of the library meeting room will result in a revocation of meeting room privileges.
- K. Library staff may only provide minimal assistance with the Library's equipment. Equipment that is provided will be limited to availability. Patrons must be conversant with their own equipment and laptop or computer. Library staff cannot assist groups with transporting materials into or out of the meeting or the building.

## **VII. Violations**

If a group violates one or more of the above meeting room regulations, a written violation notice will be issued. A group will be denied the use of the facility if there are recurring violations.