

# HIGHLAND PARK PUBLIC LIBRARY

## Policy 401 Meeting Rooms for Community Use

Purpose: To state the terms of use for the Highland Park Public Library (“the Library”) meeting rooms.

### General Policy

The Library offers community use of large meeting room spaces to local government agencies, businesses, community groups, non-profit organizations, and individuals (“individual(s) or group(s)”) for the presentation and exchange of information and opinions on educational, informational, cultural and civic subjects of interest to the Highland Park community. The Library also offers small to midsized meeting rooms for individual and group use.

Except for programs that are Library-sponsored, the meeting rooms are intended primarily for occasional or ad hoc use. Exceptions to this policy may be made with special approval by the Library Board of Trustees (“the Board”).

The Library is not responsible for the content of meetings, programs, or events held in meeting rooms by any individual or group. The permission to use a Library meeting room does not constitute Library endorsement, sponsorship, or promotion of (a) any business or commercial enterprise, (b) the philosophies, practices or viewpoints of presenters, participants or attendees, or (c) any political party, political position, candidate for public office, or referendum question.

Meeting rooms are available on an equitable basis to community individuals and groups regardless of the beliefs or affiliations of the individual or group. The Library’s meeting rooms will be available to reasonably accommodate all citizens, regardless of age, sex, race, religion, national origin, disability, or other protected status. The Library does not guarantee availability of its meeting rooms to any individual or group.

The individual or group using a Library meeting room must agree to indemnify and hold the Library harmless for any personal injury, lost or stolen articles, damaged property, or other losses or liabilities (including attorneys’ fees) arising out of or alleged to have arisen out of any third-party claim related to the individual’s or group’s use of a Library meeting room. The Library reserves any privileges, defenses, and immunities granted to the Library under statute or common law. Meetings, programs, or events may not be used to conduct illegal activities, disturb or disrupt Library users or staff, endanger the Library building or collection, or otherwise interfere with the proper functions of the Library.

Meeting rooms shall not be available for social gatherings, e.g. private parties, receptions, reunions, and rallies. The Library reserves the right to terminate any

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meeting, program, or event that disrupts or interferes with normal Library operations.

Reservation holders will ensure meeting room activities comply with Library policies. If an individual or group does not comply with the regulations of this or other Library policies, it may be prohibited from use of these rooms at the discretion of the Board. Repeated cancellations/forfeitures are abusive and may result in the Executive Director or their designee (“Executive Director”) revoking meeting room privileges. The Library reserves the right to refuse use of its meeting rooms for failure to comply with this policy or any other Library policy. If an individual or group is denied the use of a meeting room by the Library’s Business Office, it can appeal that denial in writing to the Executive Director and then to the Board.

Priority for meeting room use is assigned as follows:

- a) Library operational uses;
- b) Library sponsored programs and activities, including functions of the Friends of the Highland Park Public Library;
- c) Educational, informational, cultural, and civic programs sponsored or co-sponsored by the Library and related to its mission, collections, and services;
- d) Meetings of the City of Highland Park and other agencies or departments of local government;
- e) Meetings of Highland Park organizations whose purposes are educational, cultural, or civic in nature and classified as not-for-profit (501(c)3);
- f) Meetings of Highland Park businesses;
- g) Other meetings of local businesses and local organizations, and Library card (“Card”) holders, which are compatible with the mission and facilities of the Library.

Applications for use of the Library’s Meeting Rooms shall be reviewed in order of their receipt.

### Rooms Available

Eight small to midsized meeting rooms, located in Adult Services, are available.

Meeting Room 1	2-person capacity
Meeting Room 2	4-person capacity
Meeting Room 3	5-person capacity
Meeting Room 4	6-person capacity
Meeting Room 5	4-person capacity
Meeting Room 6	4-person capacity
Meeting Room 7	4-person capacity
Meeting Room 8	8-person capacity

The Auditorium is available for community use and has equipment and furniture that can be reserved for meetings. The Auditorium seats eighty-seven (87) persons in theater

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fashion. In addition, space has been provided for up to 3 wheelchairs in the last row.

The Lower-Level Meeting Room, adjacent to the Auditorium, is available for community use and has equipment and furniture that can be reserved for meetings. It allows flexible seating arrangements for up to forty (40) chairs. Limited kitchen facilities are available subject to approval by the Executive Director.

### Regulations for all Meeting Rooms

- 1) Use of the Library's meeting rooms shall be in accordance with Article VI of the American Library Association Library Bill of Rights.  
[www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms)
- 2) The Library complies with the Americans with Disabilities Act ("ADA") by making reasonable accommodations for people with disabilities. Individuals and groups using the meeting room and presenters are responsible for meeting the requirements of the ADA by providing, and if necessary, paying for qualified interpreters or auxiliary aids upon request to individuals who require certain accommodations which would enable them to equally observe or participate in the meeting. The Library offers the facility as a service to the community but has no responsibility for those individuals or groups using the room.
- 3) Meetings must end at least fifteen minutes before the Library closes.
- 4) Admission fees, tuition fees, or donations cannot be collected for any room use.
- 5) Handouts may only be distributed within the Meeting Room rental space during the hours of rental.
- 6) Sale, advertising, solicitation, or promotion of any goods or services is not permitted on Library property, except by Library-affiliated organizations or at Library-sponsored events.
- 7) Reservation holders must be present for the duration of the reservation and are responsible for the orderliness of the group, the condition of the rooms, and compliance with all Library policies.

### Regulations for Meeting Rooms 1-8

- 1) Reservations can be made for up to 2 hours a day for each individual requestor, meeting, or group. Exceptions for test proctoring may be made by the Executive Director.
- 2) Reservations can be made up to a week in advance by phone or online with a Card.

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- 3) If a meeting room is available, patrons may make a walk-up reservation at the Adult Services desk. A Card is not required for walk-up reservations.
- 4) Reservations will be forfeited if the room isn't occupied within 15 minutes of the starting time.

### Regulations for Lower-Level Meeting Room and Auditorium

- 1) Any Card holder, 18 years of age and older, may reserve the Lower-Level Meeting Room and/or Auditorium.
- 2) Users may be asked to provide proof of adequate insurance (naming the Library as an additional insured) and/or a security plan when deemed necessary or appropriate by the Executive Director. Failure or refusal to comply with any request of the Executive Director or staff prior to or during a meeting room reservation may result in cancellation of the reservation or suspension of meeting room privileges.
- 3) Reservations must be requested by completing the Application Form provided by the Library for approval by the Executive Director.
- 4) Reservations may not be scheduled more than sixty (60) days in advance or less than three weeks in advance of the meeting. Library programming schedules will have priority.
- 5) Reservations will be limited to 4 reservations during a 12-month period. An equipment set-up and support fee of \$100 for the use of one room (up to 2 hours) or \$150 for the use of both rooms (up to 2 hours) and a fee of \$50 for each additional hour after 2 hours shall be charged to cover the staffing costs to the Library in supporting use of the equipment available. The Library may also charge an additional fee for costs relating to security and related services where the Executive Director determines that such additional services are necessary. The Executive Director has sole discretion to determine the scope of the necessary security services and the selection of the security services provider. Reservation holders must comply with technical support guidelines provided by the Executive Director. The Executive Director may waive the fee and/or limit for federal, state, or local government agencies and local nonprofits with whom the Library works in partnership.
- 6) The Executive Director must receive all publicity material including but not limited to press releases and announcements two weeks in advance of the scheduled meeting. If a flyer or written announcement of the event is used, the following disclaimer must be included: ***The Highland Park Public Library provides library meeting space as a community service.***

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*The Library neither sponsors nor endorses this/these event(s) nor the presenting individual(s) or group(s).* The Library will include the organization or group name and a description of the event in the Library's online event calendar including the disclaimer. All content on the Library's website is subject to approval by the Executive Director.

- 7) Reservation holders are encouraged to cancel reservations at least 24 hours in advance. Reservation holders are required to fulfill their reservation or cancel prior to the start time of their reservation.
- 8) All meetings must be open to the public. Seating must be made available on a first come, first served basis.
- 9) The number of persons in attendance in the Auditorium may not exceed ninety (90). The number of persons in attendance in the Lower-Level Meeting Room may not exceed forty (40).
- 10) Refreshments cannot be served in the Auditorium. Light refreshments may be served in the Lower-Level Meeting Room subject to approval by the Executive Director. Reservation holders are responsible for clean-up of any refreshments.
- 11) The reservation holder agrees to reimburse the Library for any expenses that may be incurred in replacing or repairing any fixtures, furniture, or equipment and for any damage to Library property.

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