

HIGHLAND PARK PUBLIC LIBRARY

Policy 401 Meeting Rooms for Community Use

Purpose: To state the terms of use for Library meeting rooms.

General Policy

Highland Park Public Library (“the Library”) offers community use of large meeting room spaces to local government agencies, businesses, community groups, and non-profit organizations for the presentation and exchange of information and opinions on subjects of interest to the Highland Park community. The Library also offers small to mid-sized 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 Highland Park Public Library Board of Trustees (“the Board”).

Use of the meeting rooms for Library-sponsored programs shall have priority over all other requests.

Provision of Library facilities does not denote sponsorship, support, promotion, or endorsement of the using group, their ideas, or ideas expressed during an event.

Reservation holders will ensure meeting room activities comply with Library policies. If an individual, group, or organization 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.

Rooms Available

Eight small to mid-sized 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

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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 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 or their designee.

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
- 2) The Library complies with the Americans with Disabilities Act ("ADA") by making reasonable accommodations for people with disabilities. Groups using the meeting room and presenters are responsible for meeting the requirements of the ADA. The Library offers the facility as a service to the community but has no responsibility for those 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) A meeting cannot continue if it interferes with the work of the staff, the use of the Library by its patrons, or if it disturbs the neighborhood.
- 7) 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.
- 8) 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.

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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 or their designee.
- 2) Reservations can be made up to a week in advance by phone or online with a Highland Park Library card (“Card”).
- 3) If a meeting room is available, patrons may make a walk-up reservation at the Information & Readers 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) Reservations must be requested by completing the Application Form provided by the Library for approval by the Executive Director or their designee.
- 3) 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.
- 4) 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 Executive Director or their designee may waive the fee and/or limit for federal, state, or local government agencies and local nonprofits with whom the Library works in partnership.
- 5) The Executive Director or their designee 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***

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Park Public Library provides library meeting space as a community service. The Library neither sponsors nor endorses this/these event(s) nor the presenting individual(s) or organization(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 or their designee.

- 6) 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.
- 7) All meetings must be open to the public. Seating must be made available on a first come, first served basis.
- 8) 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).
- 9) 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 or their designee. Reservation holders are responsible for clean-up of any refreshments.
- 10) 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.

Reviewed and revised November 14, 2023

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