

## HIGHLAND PARK PUBLIC LIBRARY

### Policy 401 **Policy and Regulations for Community Use of Meeting Rooms**

#### General Policy

The Highland Park Public Library offers the use of meeting room spaces in alignment with the Library's vision of serving the community as a trusted forum for enrichment and engagement.

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 Board of Trustees of the Highland Park Public Library.

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

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

#### Rooms Available

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

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 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 staff approval.

#### Regulations for all Meeting Rooms

- 1) Use of the Highland Park Public Library meeting rooms shall be in accordance with Article VI of the ALA Library Bill of Rights.  
[www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms)
- 2) The Highland Park Public Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

- 3) Reservations end at least fifteen minutes before the Library closes.
- 4) Admission fees, tuition fees, or donations cannot be collected for any room use.
- 5) The Executive Director or Librarian-in-Charge 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. The Library neither sponsors nor endorses this/these event(s) nor the presenting individual(s) or organization(s).***
- 6) Handouts may only be distributed within the Meeting Room rental space during the hours of rental.
- 7) Alcoholic beverages cannot be served in the building, including all meeting rooms.
- 8) Smoking and the use of e-cigarettes are not allowed in the building, including all meeting rooms.
- 9) A meeting cannot continue if it interferes with the work of the staff, the use of the Library by its patrons, or disturbs the neighborhood.
- 10) 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.
- 11) Reservation holders are responsible for the orderliness of the group and the condition of the rooms. The user 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.
- 12) If a group or organization does not comply with the regulations of this policy, it may be prohibited, at the discretion of the Board of Trustees, from use of these rooms.

#### Regulations for Meeting Rooms 1-8

- 1) Reservations can be made for up to 2 hours a day.
- 2) Reservations can be made up to a week in advance by phone or online with a Highland Park Public Library card.
- 3) If a meeting room is available, patrons may make a walk-up reservation at the Information & Readers Services desk. A Highland Park Public Library 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) Highland Park Library residents and Highland Park-based organizations may reserve the Lower-Level Meeting Room and/or Auditorium.
- 2) Reservations must be approved a minimum of three weeks in advance by the Executive Director or the Librarian-in-charge. Requests for reconsideration or for an exception to this policy may be made to the Board of Trustees.
- 3) Reservations must be requested by completing the Application Form provided by the Library.
- 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) A 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 incremental costs to the Library in making the rooms available.
- 6) Reservation holders are encouraged to cancel reservations at least 24 hours in advance. Any group that fails to fulfill their reservation or cancel prior to the start time of their reservation may lose future meeting room privileges.
- 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. Reservation holders are responsible for clean-up of any refreshments. Failure to do so may result in the loss of future meeting room privileges.
- 10) An adult shall be present to supervise meetings of minor children.

Revised November 9, 2004  
Revised February 13, 2007  
Revised November 13, 2012  
Revised November 9, 2021

**Request to Reserve the Lower-Level Meeting Room and/or Auditorium**

If you wish to reserve the Lower-Level Meeting Room and/or Auditorium, please complete this form and return it to the Library Administration office. You will be advised as to whether your request has been approved as soon as possible.

Name of Organization/Patron: \_\_\_\_\_

Liaison Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Liaison: \_\_\_\_\_ Phone: \_\_\_\_\_

Meeting date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*\*All meetings must end at least 15 minutes before Library closing time.*

Type of Activity: \_\_\_\_\_

It is agreed attendance is open to the public? \_\_\_\_\_

**Reserve:**

- Auditorium (seats 87): \$100.00 for 2 hours
- Meeting Room (seats up to 40): \$100.00 for 2 hours
- Both Rooms: \$150.00 for 2 hours
- Extra Time at \$50.00 per hour
  - Amount of extra time requested (billed hourly): \_\_\_\_\_

*Please note that the amount of time requested includes your set-up time.*

**Equipment Available (no extra charge):**

- Podium
- Wired microphone
- Wireless microphone
- Projection screen
- Apple TV
- Windows computer
- Conference system webcam with microphone
- Blu ray/DVD player

I have read and agree to comply with the "Policy and Regulations for Community Use of the Lower-Level Meeting Room/Auditorium.\*

(see attached document )

Signature of person reserving room: \_\_\_\_\_ Date: \_\_\_\_\_

Library Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_