

### 3.14 MEETING AND STUDY ROOMS

- I. Meeting Rooms A, B, A and B, Board Room, and lower level meeting rooms are available for use under the conditions established by the Board of Trustees. The Library welcomes the use of its meeting rooms for civic, cultural and social activities. Such meeting places will be available on equal terms to all groups in the Niles community, regardless of the beliefs and affiliations of their members. The Library Board of Trustees does not endorse the views of any group or organization using the Library's meeting rooms. Profit organizations will be charged a non-refundable service fee of \$25 for Meeting Room A, B, and the Board Room and \$50 for Meeting Room A and B per two hour time slot.
2. General conditions for use of the meeting rooms are as follows:
  - a. Priority for the use of the meeting rooms will be given in the following order:
    1. Library sponsored meetings or programs;
    2. Friends of the Library sponsored meetings or programs;
    3. Non-profit organization (located within the library district);
    4. Profit organization (located within the library district);
    5. Other meetings or programs.

Library activities have preference over all other activities in using Library meeting rooms.

All scheduled meetings held in the meeting rooms are considered to be open to the public. Closed or members-only meetings may not be held.

No sale of goods or services shall be permitted on Library property except by Library-affiliated organizations and with prior approval by the Board of Trustees.

No admission may be charged by any group for any meeting held in the meeting rooms. Library sponsored programs and programs and activities sponsored by the Friends of the Library are exceptions.

- b. The present schedule for the use of meeting rooms is:

Monday through Thursday.....9:00 a.m.—8:45 p.m.

Friday.....9:00 a.m.—6:45 p.m.

Saturday.....9:00 a.m.—4:45 p.m.

Sunday.....1:00 p.m.—4:45 p.m.

All groups must be out at closing time for the Library.

- c. The sale, service, possession or consumption of alcoholic beverages is strictly prohibited in any Library meeting room.
  - d. Smoking is prohibited inside the Library facility and within 15 feet of a door, window, or intake ventilation system.
  - e. It is expected that every group meeting in the Library will keep the meeting space clean. No items are to be affixed to walls or doors. All meeting room exits must be kept clear of obstacles. If a group does not keep the room in reasonable order, the group will be charged a \$10.00 custodial fee. A group which continuously leaves the meeting facilities in disorder will lose its meeting room privileges. It is not permissible for any group to rearrange Library furniture or to borrow furnishings from other parts of the Library without the permission of the Library. Modification of electrical units as well as any substantial change to Library facilities is not permitted. No group is permitted to store any materials in the library.
  - f. Reservations for the use of the meeting rooms must be made on the form provided by the Library (see *Appendix C: Forms*). Payment by a profit organization should be made with the application. The Library Director shall have the authority to approve or disapprove meeting room requests based on the criteria set forth herein. Should approval be denied, payment received from a profit organization will be returned. The Library Director will report to the Library Board of Trustees regarding meeting room applications as part of each Board meeting on the third Wednesday of each month.
  - g. When it is necessary to cancel a meeting, the Administrative Office should be notified. Failure to cancel within 24 hours of meeting time could result in the forfeiture of meeting room privileges. Under unusual circumstances such as severe weather, it may not be possible to cancel 24 hours in advance.
  - h. No group meeting in the Library may use the Library as a mailing address. Any mail so received will be returned to the sender marked "addressee unknown."
  - i. Groups composed of members under the age of 18 must have an adult sponsor in attendance at their meeting(s).
  - j. Exceptions to these conditions must be approved by the Board of Trustees.
3. Study Rooms

Five study rooms are available on the lower level of the Library. These rooms are available for study and conferencing by individuals and small groups of people. Study room use is free of charge and on a first come, first served basis to Niles-Maine District Library cardholders. The rooms are designed to accommodate 2-6 individuals.

One study room is available in the KidSpace Department. It is reserved for the use of child patrons and adults who may be working with a child. The room is designed to accommodate 2-6 individuals.

- Reservations will be held for ten minutes past the reservation time before the room is released to another user.
- Patrons with reservations will receive priority.
- Adults and teens (8th grade or above) can reserve a study room up to one week in advance
- Study room use is limited to one two-hour reservation per day per registered adult or teen Library card, but can be extended on an hour by hour basis if no one is waiting.
- A Niles-Maine District Library card is necessary to book a study room.
- The cardholder who reserved the room will be responsible for any damage.
- Larger rooms may not be reserved by single individuals.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

*Revised 3.16.94; 1.20.99; 3.17.99; 6.21.06; 8.20.08; 6.17.09 (effective 7.1.09); 9.28.11; 10.16.13; 11.18.15*