

General Considerations

1. Commons Meeting Rooms A, B, or A & B combined, the Board Room, and Studio B are available for use under the following conditions established by the Board of Trustees. The Library welcomes the use of its meeting rooms for civic, cultural, educational, and social activities when such use will not interfere with the primary functions of the Library. To ensure that these spaces align with the Library's role as a neutral public institution dedicated to education and civic service, meeting rooms are designated as a limited public forum and are available only for specific permitted uses as outlined below. Access to these spaces is limited to authorized reservation holders and Library personnel only. These rooms are not open to the general public without prior authorization. Such meeting places will be available on a fair and consistent basis to patrons of the Niles-Maine District Library, subject to the criteria outlined in this policy, regardless of the beliefs, viewpoints, and affiliations of their members.
2. As a limited public forum, Library public meeting and study rooms will not be denied to any person or organization because of race, creed, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, unfavorable discharge from military service, political affiliation or physical limitations or any other characteristic that is currently protected by applicable law. The Library is not responsible for the content of meetings, programs or events held on the premises. The use of the meeting room facilities does not constitute Library endorsement of the philosophies, practices or viewpoints of or expressed by presenters, participants, or attendees. The Library will not market, advertise, promote, endorse, or provide staff or volunteers for any program or event held as part of a meeting or study room use reservation, and is unable to assist with rearranging seating, carrying supplies to and from the meeting and/or study rooms, or operating equipment. The Library provides limited audiovisual and technology support for meetings. Groups are responsible for their own technology setup and troubleshooting. Any Library equipment must be reserved in advance and used in accordance with Library policies. Entry into these spaces by non-reservation holders or unauthorized individuals is prohibited.
3. Publicity for meetings must not imply Library sponsorship and cannot include the Library's logo or telephone number. Groups must not state or imply that the Library sponsors or endorses their meeting. Promotional materials may include the Library's name and address as the meeting location but must include the disclaimer: "This event is not sponsored or endorsed by the Niles-Maine District Library." Organizations interested in partnering with the library to host a library sponsored program or event should fill out the Suggest a Program form on the Library's website.
4. Users of Library Meeting and Study Rooms are subject to all other Library policies. Food and drink may be consumed in the Commons Meeting Rooms A, B, or A & B. To maintain cleanliness and protect Library equipment, food and drink are not permitted in the Board Room, Studio B, or in study rooms.
5. The Executive Director shall have the authority to approve or disapprove meeting room requests based on neutral and objective criteria set forth herein, including compliance with

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Library policies, availability of space, completion of reservation forms, and payment of applicable fees. The Library reserves the right to deny room use to applicants who do not complete the required room use reservation, submit required payments, or who are holding meetings that are for purposes other than those allowed by this policy.

6. In the event of an unexpected Library closure or space unavailability, the Library is not responsible for any costs incurred by individuals, groups, or organizations as a result of the closure.

Meeting Rooms

1. Meeting Rooms are available on a first come, first served basis to groups regardless of the beliefs or affiliations of the group. Priority for the use of meeting rooms will be given in the following order:
 - a. Library sponsored meetings or programs;
 - b. Non-profit organizations located within the library district;
 - c. Profit organizations located within the library district;
 - d. Other meetings or programs.
2. Niles-Maine District Library cardholders may reserve a room no fewer than 7 days before a requested date, and no more than 30 days in advance. Reservations for the use of Library meeting rooms must be made via the Library's website. Room reservations are tentative until confirmed via email by a library employee. Reservations for profit organizations and other meetings or programs that require payment are not confirmed until payment is collected. The Executive Director will have complete administrative authorization and responsibility for the approval of applications and the scheduling of the meeting rooms. Authorization to use the meeting room is not transferable to any other individual, organization, or group.
3. As a courtesy, the Library requests that groups notify the Library of a cancellation no less than 24 hours before the scheduled meeting. The Library reserves the right to change or cancel meeting room reservations due to unusual circumstances and will endeavor to notify groups at least 48 hours before the scheduled meeting, unless the building is closed as a result of an emergency.
4. Groups may use the meeting rooms only during hours the Library is open to the public. However, once a room is in use by a reservation holder, it is considered a controlled-access space, with entry restricted to those individuals associated with the scheduled meeting or event. Please notify staff when you are finished with the room.
5. Profit organizations and other meetings or programs will be charged a non-refundable room usage fee of \$25 for Commons Meeting Room A, B, the Board Room or Studio B, and \$50 for Commons Meeting Room A & B combined, for every 2-hour time-slot.
6. The Library's meeting rooms are designated as a limited public forum and are available only for

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the following permitted uses: Educational workshops, literacy programs, cultural activities, and general civic engagement, including:

- a. Community organization meetings that do not involve political advocacy (which is defined as partisan political campaign events, direct electioneering, election-related activities, or lobbying efforts on behalf of a candidate, party, or legislation). Nonpartisan civic engagement programs, including voter education forums, are permitted.
- b. Non-religious community meetings that align with the Library's mission of education and civic service.
- c. Library-sponsored and library-affiliated programs.

Due to the controlled nature of these spaces, law enforcement or other government agencies may not enter without the presentation of a valid judicial warrant.

7. Meetings or events that fall under the following categories are prohibited:
 - a. Political advocacy.
 - b. Religious services, prayer meetings, or faith-based gatherings for the purpose of organized worship or ceremonies. However, religious groups may use rooms for educational discussions, study groups, or cultural programs, consistent with other permitted uses.
 - c. Fundraising events or activities where money is solicited or exchanged, except for Library-sponsored events.
 - d. Purely social functions (which are defined as a function solely for entertainment through companionship with friends or associates including but not limited to weddings, showers, anniversaries, card parties, birthday parties, and social club parties).
 - e. Any meeting or activity which in the judgment of the Executive Director would materially and substantially interfere with the ordinary functions of the Library and/or which may cause excessive noise, safety hazards and/or a threat to the public health, safety or property, or that disrupts Library operations or violates Library policies.
8. The restriction on political and religious meetings is content-based but viewpoint-neutral, meaning that all groups, regardless of affiliation, are subject to the same rules. Discussions about political or religious topics (e.g., a historical lecture on elections or a book discussion about world religions) are permitted, but meetings advocating political positions or conducting religious worship services are not. Rooms may not be used for general public access or drop-in use by individuals who are not part of a scheduled, authorized event.
9. Recurring reservations (e.g., weekly or monthly) are permitted on a space-available basis and may not be scheduled more than three (3) months in advance. Groups may not hold standing reservations that prevent equitable access for other users.
10. No sale of goods or services shall be permitted on Library property, except during Library sponsored programs with prior approval by the Executive Director.
11. No admission may be charged by any group for any meeting held in the meeting rooms, except by Library sponsored programs with prior approval by the Executive Director.

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12. It is expected that every group meeting in the Library will keep the meeting space clean. Groups are responsible for restoring meeting rooms to the condition prior to their meeting. Please pick up all garbage, and clean tables and chairs. Groups are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their meeting. No items are to be affixed to walls, doors, shades, windows or other surfaces. No flames of any kind are permitted, including lit candles and Sterno cooking fuel. 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 \$100 custodial fee. A group which continuously leaves the meeting facilities in disorder will lose its meeting room privileges. Groups may appeal custodial fees to the Executive Director within 7 days of notification. It is not permissible for any group to rearrange Library furniture or to borrow furnishing 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.
13. No group meeting in the Library, except for the Friends of the Library, may use the Library as a mailing address or as the organization's contact point. Any mail so received will be marked "addressee unknown" and returned to sender.
14. Groups composed of members under the age of 18 must have an adult sponsor/supervisor in attendance at their meeting(s).
15. Exceptions to these conditions must be approved by the Executive Director.
16. If a reservation is denied, the applicant may submit a written appeal to the Executive Director within seven (7) days of the denial. The Director's decision is final and will be issued within ten (10) business days of receiving the appeal.

Study Rooms

Study Rooms are available to individuals or groups of 2-6 people ages 13 and up on the lower level of the Library for study and conferencing. Study room use is free of charge.

Additionally, one study room is available to individuals or groups of 2-6 people in the KidSpace Department on the first floor of the library. It is reserved for the use of child patrons under the age of 13 and adults who may be working with a child/children.

1. Study rooms are available on a first come, first served basis to all Library patrons. However, if a Niles-Maine District Library cardholder has a valid reservation, walk-in users may be asked to vacate the room upon request and make a reservation for the next available study room. Once a study room is reserved and in use, it is considered a private, controlled-access space limited to the reservation holder and their approved guests.
2. Niles-Maine District Library cardholders may reserve a study room up to 7 days in advance. Reservations will be held for 10 minutes past the reservation time, upon which the room will be released to other users. Law enforcement or other agencies must provide a judicial warrant before entering a reserved study room.

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3. Study room use is limited to one two-hour reservation per day per user, and can be extended on an hour by hour basis if no one is waiting. It is the user's responsibility to request an extension, and extensions are not guaranteed.
4. Individuals that reserve a larger study room may be asked to move to a smaller study room.

Other

The Board of Library Trustees reserves the right to amend this policy at any time. The Library reserves the right to cancel any reservation due to unforeseen circumstances. The Library may also deny access to the meeting and/or study rooms to groups that have failed to follow the rules and regulations for the rooms' use and may cancel a group's reservation(s) if the meeting/study room policy is violated.

The Executive Director is authorized to establish reasonable regulations governing use of the meeting and study rooms. The Library affirms that its meeting and study rooms are designated for controlled, authorized use only, and law enforcement or other agencies may not enter without a judicial warrant.

This policy is not all-inclusive; approval of individual meeting and study situations not described here will be determined by the Executive Director. We reserve the right to waive portions of this policy to accommodate Library sponsored meetings and programs.

Adopted by the Board of Trustees 7.1.92

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