

POLICY 650
USE OF MEETING & STUDY ROOMS

The Lisle Library District (LLD) provides space for large and small group meeting and study. There are reservable rooms and rooms available on a first come, first served basis. Rooms are open to the public and shall not be considered private meeting/study space unless authorized by the LLD. Larger group meeting space is located on the east side of the Library, accessed by the first or second floor entrances. There are four smaller study rooms on the first floor and two on the second level of the Library.

A. RESERVABLE MEETING ROOMS GUIDELINES

Meeting Rooms A/B and the Oak Study Room may be reserved by District residents and local governmental organizations for non-commercial, cultural, informational, educational, intellectual, and civic purposes. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to cancel or reschedule, without liability, all arrangements.

1. To make a reservation for a meeting room, there must be an applicant who is at least 18 years of age and has a valid LLD card (excludes local government organizations).
2. Reserving a meeting room requires completing the LLD Meeting Room Application (see item D below). An individual/group/organization seeking to use meeting facilities must agree in writing to observe LLD policy and related procedures.
3. Meeting rooms may be reserved for up to 3-hours. Any exceptions shall be authorized by LLD Administration or designee.
4. Meeting room reservations are limited to two per month, per patron/group. This encompasses rooms A/B and Oak Study Room.
5. Use of the meeting rooms by outside individuals or organizations does not constitute an endorsement by the LLD.
6. Room use may not disrupt the use and/or enjoyment of the Library by other patrons, nor jeopardize LLD equipment, utilities, or systems.
7. Advertisements for meetings held at the Library may not be displayed or promoted in a manner to suggest Library sponsorship or endorsement. Advertisements may not use the Library logo as a means to promote their program. Advertisements by outside individuals/groups are not permitted on Library property (excludes local government organizations). Advertisements, mailings, and postings that specify the LLD must include the disclaimer, "This event is not endorsed or sponsored by the Lisle Library District."
8. The individual/group/organization shall indemnify the Library and hold the Library harmless from all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees, arising out of or relating to use of the room/s by the individual/group/organization. Meeting room users will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct arising out of or relating to use of the room/s by the individual/group/organization.

9. LLD staff will provide basic assistance with the Library's meeting room equipment. Patrons must be conversant with their own equipment when used in the meeting rooms. LLD staff cannot assist groups with transporting their items into or out of the meeting rooms or building. LLD staff will not remain present during a meeting to troubleshoot equipment.
10. Excessive non-appearances or no-shows may lose reservation privileges for a period of six months after the current period (see item D). "Excessive" is defined as missing three scheduled reservations.

Meeting Rooms A & B

Meeting rooms A and B are the largest of LLD's meeting rooms. They are located at the east end of the building and can be accessed by staircase or elevator. When both rooms are available, A and B can be combined for a larger meeting via reservation request. Meeting Rooms A and B can accommodate 40-45 people each, dependent on room configuration. Combined, A and B can accommodate between 90-100 people, dependent on room configuration.

Oak Study Room

The Oak Study Room is located at the east end of the Adult Fiction area on the first floor and may be reserved for meetings. This room accommodates 12-15 people. When not reserved, the Oak Study Room may be used on a first come, first served basis.

B. RESERVABLE STUDY ROOMS GUIDELINES

Study rooms may be reserved by District residents and local governmental organizations for non-commercial, cultural, informational, educational, intellectual, and civic purposes. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to cancel or reschedule, without liability, all arrangements. When not reserved, rooms may be used on a first come, first served basis.

1. To make a reservation for a study room, a person must have a valid LLD card (excludes government organizations).
2. Reserving a study room requires calling, emailing, or visiting Circulation Services to confirm cardholder status and reservation availability. You may also reserve a study room by visiting lislelibrary.org.
3. Reservations may be up to two hours in length.
4. The same patron may reserve the study room up to two times per week.
5. Reservations may be made in one-month periods. Reservations will open on the 15th of the month prior.
6. A reservation will be cancelled when 15 minutes lapses after start time. The room will then become open to other users.
7. A printed reservation schedule will be posted on the study room door to alert users of reservation times.

Maple Study Room

The Maple Study Room is available by reservation. It is located within the Library's main entrance lobby area on the first floor. This room is intended for individual or small group study. This room accommodates 1-6 people. When not reserved, this room may be used on a first come, first served basis.

Ginkgo Study Room

The Ginkgo Study Room is available by reservation. It is located within the Library's main entrance lobby area on the first floor. This room is intended for individual or small group study. This room accommodates 1-6 people. When not reserved, this room may be used on a first come, first served basis.

C. FIRST COME FIRST SERVED ROOMS

The LLD has rooms available on a first come, first served basis. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to arrange for use by the LLD when needed.

Birch Study Room

The Birch Study Room is available on a first come, first served basis. It is located at the east end of the Adult Fiction area on the first floor. This room is intended for individual or small group study. This room accommodates 1-10 people.

Spruce Study Room

The Spruce Study Room is available on a first come, first served basis. It is located next to the Adult Reference Desk on the second floor. This room is intended for individual or small group study. This room accommodates 1-6 people.

Literacy ELD Room

The Literacy/ELD (English Language Development) Room is intended to be used by tutors, teachers, and students. The room is available on a first come, first served basis, unless it has been reserved by the Library for a specific tutoring purpose. It is located next to the Adult Reference Desk on the second floor. This room accommodates 1-4 people.

The Literacy/ELD Room provides computers. Computer users must abide by the LLD's Policy 340: Internet and Public Computer Use when utilizing Literacy computers.

Oak Study Room

The Oak Study Room is located at the east end of the Adult Fiction area on the first floor. The room is available on a first come, first served basis (unless reserved; see item A above). This room is intended for individual or small group study/meeting. This room accommodates 12-15 people.

D. RESERVABLE MEETING ROOM APPLICATION

Residents of the Lisle Library District and local governmental organizations must complete the application to use a meeting room. The application can be accessed via lislelibrary.org or in person at the main Circulation Desk.

Applications may be placed for dates that fall in the following six-month periods:

- January 2nd to June 30th
- July 1st to December 30th

Applicants may request meeting room space during each period as early as two months before the period starts and no later than one week before the event date. Special exceptions may be authorized by LLD Administration.

Applicants should familiarize themselves with the meeting room before turning in an application. LLD staff may provide or schedule room access for this purpose.

E. MEETING & STUDY ROOM HOURS

Rooms are available during normal Library hours. Opening and closing times are prompt. Outside groups/individuals will not be allowed inside the building before official open hours. Groups/individuals shall end their meeting at least 15 minutes before the Library closes to allow staff to prep the room for the next day.

Library Hours:

Sunday: 1:00 PM to 5:00 PM

Monday through Friday: 9:30 AM to 9:00 PM

Saturday: 9:30 AM to 5:00 PM

F. FOOD & BEVERAGE GUIDELINES

Meeting Rooms A/B

Non-alcoholic beverages in closed containers and food may be brought into Meeting Rooms A and B. In Meeting Room B, there is a small prep kitchen that contains a refrigerator, microwave, and sink. Users may utilize the kitchen for meeting purposes, but may not store any food or beverage (or items) beyond the time allotted for the meeting. Only small appliances are permitted (ex: coffeemaker or crockpot) and should be used in the prep kitchen area. Patron appliances may not jeopardize LLD equipment, utilities, or systems. No open flames are permitted.

Vending Area

There is a designated vending area for food/drink consumption near Meeting Rooms A and B. No cooking or preparing of food/drink may be conducted in the vending area.

Study Rooms

Only covered beverages may be brought into group study rooms.

Any exceptions shall be authorized by LLD Administration or designee.

G. SUPPLIES FOR MEETINGS

The Library does not provide general supplies for meetings. Groups/individuals must provide their own supplies such as name tags, paper, writing utensils, and clipboards.

H. RESPONSIBILITIES

Groups/individuals are responsible for leaving the facilities in good condition after use. Room privileges may be canceled for any group/individual leaving a room in disorder. Room users shall abide by the LLD's Patron Code of Conduct, Policy 610. If cleaning charges are incurred, the responsible user will be charged.

A violation of the Library's policies and/or procedures related to room use may cause the individual/group/organization to forfeit the privilege of using the Library's rooms and may result in the cancellation or denial of use of the meeting rooms in the future.

I. ACCESS TO MEETINGS & STUDY SPACES

All meetings must be open to the general public except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act (OMA). No organization or group may charge admission to those attending a meeting or function unless authorized by the LLD.

Activities held in the Library are subject to the requirements of the Americans with Disabilities Act (ADA). Outside groups and organizations must comply with applicable ADA requirements when using LLD meeting rooms. The LLD offers meeting room space as a service to community groups, however, the LLD assumes no liability for the ADA requirements for outside groups utilizing the room.

Study rooms that have not been reserved are open for patron use. More than one patron may occupy a study room at the same time provided that each party respects each other's activity and abides by the LLD Patron Code of Conduct, Policy 610.

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