

**POLICY 650
USE OF MEETING SPACE**

The Lisle Library District makes available its meeting rooms for use by Lisle Library District residents, not-for-profit groups, and governmental organizations, for non-commercial, cultural, informational, educational, intellectual and civic purposes. A Lisle Library District resident card holder, whose borrowing privileges have not been suspended per Policy #325 and who is at least 18 years of age, must be the designated contact to reserve a room. Room availability is contingent on there being no conflict with Library programs or meetings, which have first priority at all times. The Library reserves the right to determine use of the rooms and to cancel or reschedule, without liability, all arrangements.

Use of the meeting rooms does not in any way constitute an endorsement by the Lisle Library District of an individual/group/organization's policies and beliefs, subject matter of the meeting, or viewpoints expressed by participants. Advertisements for meetings held in the Lisle Library may not be displayed or promoted in such a manner as to suggest Library sponsorship or endorsement. Outside group events held in the building are noted on the Library online calendar, but advertisements are not permitted on Library property.

Meeting Rooms:

The Library has two meeting rooms, A and B, available for community use. The rooms are located on the entry level of the Library and are wheelchair accessible. The capacity of meeting rooms A and B together is 88 persons. The capacity of each meeting room separately is 44 persons (per fire code).

Rooms A and B may be combined into one large meeting room if necessary and when both rooms are available. This must be written on the meeting room application when the application for the meeting room is submitted.

Additionally, one of the Library's group study rooms at the east end of the Adult Fiction area may be reserved for meetings. Only one of these rooms may be reserved for public meetings at one time. One of these group study rooms shall be available for general use at all times, unless the Library Administration deems otherwise. The capacity of group study rooms is 20 persons (per fire code).

The quiet study room by the Adult Reference area may not be reserved for public meetings.

A. Application to Use the Meeting Rooms:

Residents of the Lisle Library District, non-for-profit groups, and governmental organizations must submit an application to use the meeting rooms. The application is available on the Library website or from the Receptionist at the Library.

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.

Applicants should familiarize themselves with the Library's meeting rooms before turning in an application. The meeting rooms are assigned on a first come, first served basis.

B. Indemnification and Insurance:

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 in any way to use of the rooms 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.

C. Meeting Room Hours:

The meeting rooms are available during normal Library hours. Opening and closing times are prompt, and no one will be allowed inside the building before or after the official open hours. Therefore we suggest that groups schedule their meetings to begin 15-30 minutes after the Library opens, and plan to end the meeting 15-30 minutes before the Library closes.

Library Hours:

Sunday: 1:00 pm to 5:00 pm.

Monday through Friday: 9:30 am to 9:00pm

Saturday: 9:30 am to 5:00 pm

D. Equipment:

Library staff will provide minimal assistance with the Library's equipment. Patrons must be conversant with their own equipment, especially laptop computers. Library staff cannot assist groups with transporting materials into or out of the meeting rooms or building.

E. Food and Beverage:

Non-alcoholic beverages in closed containers and food may be brought into meeting rooms A and B, but only covered beverages may be brought into group study rooms. The Library does not provide coffeepots. Library sponsored events are exempt from this restriction.

F. Supplies:

The Library does not provide any supplies. Groups must provide their own name tags, paper, writing utensils, eating utensils, cups, etc. Any equipment the Library does provide is noted on the equipment list for each room.

G. Responsibilities:

Groups are responsible for leaving the facilities in good condition after use. Room privileges may be canceled for any group repeatedly leaving the room in disorder. Excessive noise or use of hazardous materials is prohibited. If cleaning charges are incurred, card holder will be charged.

H. Access to Meetings:

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. No organization or group may charge admission to those attending a meeting or function unless funds are being raised for the Library.

Activities held in the Library are subject to the requirements of the Americans with Disabilities Act (ADA). Groups and organizations must comply with applicable ADA requirements when using Library meeting rooms.

I. Administration:

The Library Director or Director's designee shall administer this meeting room policy. Final approval for use of all meeting rooms rests with the Library Director.

Any violation of the Library's policies and/or procedures related to the meeting room may cause the individual/group/organization to forfeit the privilege of using the Library meeting rooms and may result in the cancellation or refusal of any permission granted to that individual/group/organization to use the meeting rooms in the future.

An individual/group/organization seeking to use meeting facilities must agree in writing to observe this policy and all of its related procedures.

J. Literacy/ELD (English Language Development) Room:

The Library makes available its Literacy/ELD Room for use by tutors, teachers or students.

Use of the Literacy/ELD Room does not in any way constitute an endorsement by the Lisle Library District of an individual/group/organization's policies, beliefs or viewpoints of the users.

Lisle Library District residents have the first choice to reserve the room for their tutoring sessions. Other tutors, teachers or students may reserve it if there is not a reservation for the date/time requested by a Lisle Library District resident. Reservations must be requested and approved by contacting the Literacy Outreach Librarian. Otherwise the Literacy/ELD room is available on a first-come, first-served basis for tutoring/teaching interactions.

The Literacy/ELD Room is available during normal Library hours of operation. Opening and

closing times are prompt, and no one will be allowed inside the building before or after the official open hours. We suggest that tutoring sessions begin 15 minutes after the Library opens and end 15 minutes before closing. This also gives ample time to select materials from the Literacy/ELD collection before tutoring sessions and time to check out materials before the Library closes.

The Literacy/ELD Room offers use of computers that have access to English as a second language and basic reading software. Tutors and students must have a general knowledge regarding using the equipment. The Literacy Outreach Librarian will provide orientations upon request on the use of the software. Users may not maliciously tamper with the computers, equipment, and will be responsible for any damage as assessed by the Library's IT staff.

Only covered beverages may be brought into the Literacy/ELD Room.

The Library Director and the Literacy Outreach Librarian shall administer the Literacy/ELD Room policy. Any violation of the Library's policies or procedures may result in loss of Literacy/ELD Room privileges.

Adopted 11/11/97
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Revised 12/10/08
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Revised 12/09/15
Revised 12/14/16