

## Meeting Room Policy

*Waukegan Public Library*

Reviewed and Approved February 15, 2017

The Library has meeting rooms, classrooms, and study rooms available for use by individuals, groups and organizations. The maximum capacity ranges from 4 to 100 people, depending on the space. The seating capacity of each room is a safety requirement and will be enforced.

All Library policies and procedures apply within meeting rooms, classrooms, and study rooms, unless otherwise specified below.

Exceptions to the following rules must be approved in advance by the Library's Executive Director.

Rooms are available from the Library's opening time to 15 minutes before the Library's closing time each day.

Demand stipulates time limits on any reservation. A waiting list will be utilized as needed.

Any person or group using a room is responsible for leaving the rooms in its original order: neat, trash in appropriate containers, and whiteboard erased.

Available equipment varies by room and may include chairs, tables, whiteboards, projectors and screens, computers, monitors, podiums, kitchenette with coffee makers (no additional equipment provided) and public address systems. Any person or group using a room is responsible for identifying and requesting the available equipment at the time of reservation or at the time of use for rooms that may not be reserved. Any additional equipment or furniture that will be brought in must be approved by Library staff in advance if the room is reserved or at the time of use for rooms that may not be reserved.

No charge is made for use of the rooms, and no tipping of Library employees is permitted. Participants may not be subject to an entrance fee or collection by any outside agency for use of the rooms. An exception may be made and special permission granted for lectures, forums, institutes, or classes involving a small fee to cover expenses, upon application to the Library's Executive Director.

Use of the rooms by any organization does not constitute endorsement of the subject matter or the organization by the Library.

Any person or group using a room shall agree to indemnify and hold the Library harmless from any actions, suits, causes of or relating to its use of such room(s) and facilities. Further, such person or group shall agree to indemnify the Library from any costs for repair of any damage that may be caused to a room or facilities by such use.

The Library does not assume responsibility for the security of private materials or equipment.

No storage of materials or supplies is permitted in the rooms. Patrons should not leave valuables unattended. Items recovered by Library staff will be placed in the Library's lost and found.

### Study Rooms

Study rooms are available for up to 8 people.

A limited number of study rooms can be reserved in advance. All other study rooms are available on a first come, first served basis. Patrons will need to present a library card or photo ID to use a study room.

Study rooms on the Main Floor are available to high school students and adults age 14 and older and their guests.

Study rooms in the Children's Department are available to children through middle school age 14 and younger and their guests.

### Meeting Rooms and Classrooms

Meeting rooms and classrooms are available with seating for up to 100 people, depending on the room and arrangement of furniture.

All meeting rooms and classrooms must be reserved in advance.

All meetings and classes must be open to the public, free, and for the purpose of educational, civic, or cultural programming or public information.

Priority for use of the meeting rooms and classrooms is given to Library-sponsored programs. Meeting rooms and classrooms are to be reserved for:

- Meetings and training programs of local governmental bodies and nonprofit social service organizations
- Educational, civic, cultural, and public information events sponsored by community organizations and groups
- Educational programs by profit-making firms and organizations, if the program is open to the general public
- Town meetings of elected representatives of local, state, and national government

Meeting rooms and classrooms may not be reserved for:

- Private social gatherings
- Religious services or proselytizing functions
- Private or political fundraising or money-making purposes by groups other than Library-related organizations
- Political meetings of a partisan nature

Food and beverages may be served in meeting rooms and classrooms except in computer classrooms.

### Reservations

Reservations will be taken in the order of receipt of completed application.

Cancellations of reservations should be made with as much advance notice as possible. Failure to notify the Library of cancellations may result in forfeiture of remaining reservations and in an organization being excluded from further scheduling at the Library. Reservations will be forfeited 15 minutes after scheduled starting time.

The Library reserves the right to reschedule or cancel reservations when necessary.

**Policies that are required by statute are automatically amended to reflect any changes in said statute.**

Website of the Waukegan Public Library  
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