

Meeting Room Policy

The Northbrook Public Library believes that access to information is essential to a free, creative and democratic society. Therefore, the Library strives to provide the community with an accommodating environment for the dissemination, exchange, and evaluation of ideas and information including public meeting room space in order to support this mission.

Availability and Use

Room availability is as follows:

- Auditorium (not available for rental by outside organizations.)
- Civic Room (Seats 40)
- Pollak Room A&B (Seats 100)
- Pollak Room A (Seats 50)
- Pollak Room B (Seats 50)
- Interactive Classroom (Seats 32)

The meeting rooms are available for reservation at the following times:

Monday through Thursday	9:15 a.m.-8:45 p.m.
Friday	9:15 a.m.-5:45 p.m.
Saturday	9:15 a.m.-4:45 p.m.
Sunday	1:15 p.m.-4:45 p.m.

All groups must be out 15 minutes prior to closing time for the Library.

Priority for any meeting room is given first to Library and Library sponsored or co-sponsored functions, including functions of the Northbrook Public Library Foundation.

The room is then available for reservations to:

1. Friends of the Northbrook Public Library programs, meetings or activities;
2. Meetings of municipalities, agencies or departments of local government located within the library boundaries;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501 (c)(3);
4. Businesses within the district boundaries in need of space to conduct a meeting.

The library's meeting rooms may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a Library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Groups who have no members residing within the Northbrook Public Library boundaries;
4. Any illegal activities.

Permission to use the meeting rooms does not imply endorsement of an outside organization by the Library and groups may not state or imply Library sponsorship when publicizing the event. **Any communication and advertising must clearly state: Event not sponsored by the Northbrook Public Library.** All meetings must be open to the public.

General Rules and Regulations

- Use of the Northbrook Public Library meeting rooms shall be in accordance with Article VI of the Library Bill of Rights.
(http://www.northbrook.info/bill_of_rights#article%20VI)
- The Northbrook Public Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all users holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- Storage is not available before or after room use. The Library is not responsible for the safety of or damage to personal property.
- Library meeting rooms may not be used for the sale, advertising, solicitation, or promotion of any products or services. Admission or fees of any kind may not be charged. Donations may be taken if approved in advance by the Executive Director.
- Organizations meeting in the Library may not use the Library as a mailing address or telephone number. The telephone facilities of the Library shall not be available to the persons meeting in the building
- Smoking and the use of eCigarettes, food and alcoholic beverages are not permitted. Covered beverages are permitted in the Pollak and Civic rooms only.
- Excessive noise or disruption to the functions of the Library are not permitted. All those present must abide by the Library's Public Code of Behavior policy
(http://www.northbrook.info/sites/default/files/Patron_Code_of_Behavior.pdf)
- The use of hazardous materials or incendiary devices (including candles) is prohibited.
- Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except as authorized by the Executive Director.
- Posted occupancy limits must be observed and enforced by the signee.

Application Process

Reservations for the Interactive Classroom, Pollak Room or Civic Room must be completed by a Northbrook resident 18 years or older with a valid Northbrook Library card in good standing. The signee must be present during the entire event. A second signee may be added to the reservation and the room reservation may be transferred to that person. To preserve the confidentiality of the signee, the Library will only speak to the cardholder or alternate cardholder who reserved the room regarding the reservation. The Library has full discretion to approve room usage.

Northbrook residents may not reserve the meeting rooms for more than 18 meetings in one 365 day period. The use of the meeting rooms by Northbrook groups shall be subject to the following restrictions:

1. Reservations must be made online at www.northbrook.info at least seven days prior to the event.
2. Meeting rooms may be booked two months in advance.
3. The person reserving the room must choose from a standard set-up and then specify the furniture and equipment needed on the reservation form at time of application and may not change set-up once the reservation has been confirmed or add additional furniture or equipment at the time of the reservation. Special set-ups are not available.
4. Room reservations are not final until the signee receives confirmation from the Library.
5. Submission of a room request indicates agreement that the signee and attendees will comply with all rules and policies regarding responsible use of the room.
6. Access to the meeting rooms will not be granted before the agreed start time of the reservation and must be vacated by the agreed end time. Failure to vacate on time will incur fees and/or revocation of meeting room privileges.
7. Once the room reservation has been confirmed, the reservation will be honored unless the group violates the conditions set forth for the use of the room or in the event of an emergency. The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances.
8. A brief orientation will be provided by library staff at the start of every event. Library staff will not be available to operate equipment for the duration of the event, but will review how to use the equipment in the rooms during the orientation.
9. Any group that does not use the meeting room as scheduled, or that fails to cancel the reservation at least 24 hours prior to the scheduled event, will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges.

Furniture & Equipment

The furniture and equipment listed on the meeting room booking form is available for use in the meeting rooms. All furniture and equipment is available on a first come, first serve basis and must be requested when making the reservation.

Fees

Fees will be added to the patron's Library card and may be paid at the Circulation Desk or online through My Account.

- Room Reservation= There is no fee to reserve a meeting room.
- Piano Rental= \$50.00The Library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

Fines

Fines will be added to the patron's Library card and may be paid at the Circulation Desk or online through My Account.

- Extended Use of Meeting Room= \$25 per each partial or additional 15 minutes when the Library is open. If a room is not vacated at the agreed upon time, the signee shall pay \$25 for each partial or additional 15 minutes of use of the room.

- Room Occupancy after Library Closes=\$100 fine if occupants are still in the room after the Library closed unless waived by Library Administration
- Food in Rooms= Covered drinks are allowed, but the Library reserves the right to charge a fine of up to \$200 and revoke future meeting room privileges if food is present during an event.
- Cancellation Fine= \$100.00 if cancelled with less than 24 hours' notice
- No Show Fine=\$100 if a room is reserved and you fail to show up at the time of booking.

The Library reserves the right to charge additional fines if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

Equal Opportunity

Meeting Rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Northbrook Public Library's meeting rooms will be available to reasonably accommodate all citizens, regardless of age, sex, race, religion, national origin or disability. However, the Library does not guarantee availability to any individual citizen or group.

Liability

The organization or individual agrees to indemnify and hold harmless the Northbrook Public Library from any loss, cost, expense or damage occasioned by the use of the Meeting Room.

In addition, each group or organization using the Library's Meeting Rooms shall be responsible for damage to the room and its contents, including any Library equipment, used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

Withdrawal of Privileges

Failure to abide by the requirements and regulations set forth in this policy will result in a possible charge or revocation of Meeting Room privileges.