

402: Meeting Room Policy

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Purpose

The Northbrook Public Library offers meeting room space to support the library's mission to build community, champion intellectual freedom, and provide open access to the world of knowledge in a welcoming, inclusive environment. The library meeting rooms are intended to support the library's mission and to provide an environment where community members can come together for educational, informational, cultural, and civic purposes and functions within the community.

The Northbrook Public Library is not responsible for the content of meetings, programs, events, or activities held in library meeting rooms. The Library does not endorse the viewpoints, goals, objectives, or ideals of any person or organization using the facilities or the content of any meeting, program, event, or activity held in the meeting room.

Availability and Use

Meeting room availability is as follows:

- Auditorium
- Civic Room
- Pollak Room A&B
- Pollak Room A
- Pollak Room B
- Interactive Classroom

PRIORITY OF USE

Priority for meeting room use is given first to library and library sponsored or co-sponsored functions, including functions of the Northbrook Public Library Foundation and then in order of priority listed below.

1. Friends of the Northbrook Public Library.

2. Municipalities or other units of government that are located within or that serve the library boundaries.
3. Northbrook Public Library card holders.

Restrictions

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

1. The sale or promotion of commercial products or services including informational or educational offerings held for the ultimate purpose of soliciting sales, except as authorized by the supplemental rules and regulations for use of the auditorium.
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Any illegal activities.

General Rules and Regulations

1. Use of the library's meeting rooms shall be in accordance with Article VI of the ALA Library Bill of Rights. <https://www.northbrook.info/ala-library-bill-rights>
2. Use of the library's meeting rooms must comply with the library's Public Code of Behavior Policy. <https://www.northbrook.info/public-code-behavior>
3. The following language must be clearly stated in all written and electronic marketing or publicity materials:

This program or event is not sponsored or endorsed by the Northbrook Public Library.

4. The Northbrook Public Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons 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.
5. The applicant is responsible for obtaining the public performance rights for any film or other media viewed in a Library meeting room.
6. Storage is not available before or after room use. The library is not responsible for the safety of or damage to personal property.

7. Donations may be taken inside the reserved meeting room.
8. Meeting room users may not use the library's address or phone number as contact information for their organization or events. Library telephone facilities are not available for meeting room users' business.
9. Food and drink is allowed in meeting rooms subject to compliance with the library's 304 Public Code of Behavior Policy <https://www.northbrook.info/public-code-behavior> or, if applicable, the supplemental rules and regulations for use of the auditorium.
10. Bringing animals, other than service animals used by a person with a disability, into the library is prohibited, except as authorized by the Executive Director.
11. Posted occupancy limits must be observed and enforced by the applicant.

Supplemental Rules and Regulations for Auditorium Use

In addition to the other rules and regulations set forth in this policy, the following supplemental rules and regulations will also apply to use of the auditorium:

1. Approved users of the auditorium space may conduct ticket sales provided that the applicant is solely responsible for sales and money handling. The library will not provide support for ticket sales in the form of staff time, library technology and resources, or library facilities.
2. Sales of products or services that are directly related to a program or event approved for the auditorium space may be allowed, subject to prior approval by the Executive Director.
3. No food or drink is allowed in the auditorium space except for covered water.
4. Applicants for use of the auditorium must provide proof of adequate insurance by the organization or individual reserving the auditorium.

Reservation 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 Public Library card in good standing. Reservations for the Auditorium must be completed by a Northbrook resident 21 years or older with a valid Northbrook Public Library card in good standing. Approval of meeting room usage is subject to compliance with this meeting room policy, as well as all other applicable library policies.

Fines & Fees

Fees and fines for room usage are detailed in the 303 Fines & Fees policy <https://www.northbrook.info/fines-and-fees> and are based on a cost recovery model.

Equal Opportunity

Meeting rooms are available on an equitable basis to community groups regardless of the beliefs, viewpoints, or affiliations of the group. The Northbrook Public Library provides access to all patrons, regardless of race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics. However, the library does not guarantee the availability of any specific meeting room at any particular date or time to any individual citizen or group.

Liability

The organization or individual reserving the meeting room 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 room spaces 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, repairs, or replacements made necessary by the meeting room use.

Violations

Failure to abide by the requirements and regulations set forth in this policy could result in the imposition of a fine, a charge to cover cleaning, repairs, or damages, and/or revocation of meeting room privileges.