



## **Meeting Room Policy**

The Winnetka-Northfield Public Library District (“the District”) provides public meeting rooms (Lloyd Room, Winnetka Community Room, and Northfield Community Room) to support the mission of being a community resource for the advancement of knowledge and cultural enrichment. While the primary use of our meeting rooms is for District activities and functions, meeting rooms are available to District residents and organizations operating within the District’s boundaries who possess a valid District library card when not otherwise in use.

### **Availability & Use**

- Use of the District’s meeting rooms shall be in accordance with Article IV of the American Library Association’s [Library Bill of Rights](#). Priority for any meeting room is assigned as follows:
  - District-sponsored programs and activities including functions of the District;
  - Educational, informational, cultural, and civic programs sponsored or co-sponsored by the District and related to its mission, collections, and services;
  - Meetings of organizations, businesses, and other groups in need of space to conduct an event consistent with the District’s mission, on a first-come, first-served basis.
- Users must comply with the Americans with Disabilities Act and, upon request, provide (and if necessary, pay for) accommodations that would enable attendees to participate in the event in compliance with the act.

### **Limitations**

The District’s meeting rooms are not available for uses, events, or activities that are contrary to the District’s mission. Examples of prohibited uses of the meeting rooms include but are not limited to:

1. Uses, events, or activities which, by their nature, may be disruptive to normal library operations.
2. Private parties, gatherings, events, performances, or viewings.
3. Fundraising activities, except those that result in a direct benefit to the District.
4. Political rallies and/or partisan political meetings or events organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
5. Religious services, ceremonies, or events.

6. Programs or events requiring a paid ticket not directly benefitting the District or involving the sale, advertising, solicitation, and/or promotion of commercial or for-profit products or services.
7. Any use or activity that is in violation of local, state, or federal law.

### **General Rules**

- Meetings at the Northfield Library may begin no earlier than 15 minutes after the library opens and must end no later than 15 minutes before the library closes. Meetings at the Winnetka Library may be scheduled during all open hours, though early entry or late exit will not be permitted.
- All meetings must be open to the public free of charge. Tickets may not be sold and no donations or fees—nor personal information—may be solicited as a condition of attendance.
- District staff are not responsible for staffing or coordinating any aspect of meetings that are not sponsored by the District.
- The District is not responsible for personal injury, damage, or loss of personal property during the applicant's use of the meeting rooms.
- Groups holding meetings involving children—such as scouts—must provide adequate supervision.
- The District reserves the right to observe all meetings conducted on the premises to ensure compliance with District policies. The District reserves the right to interrupt or terminate any meeting, program, or event that disrupts or interferes with normal library operations or violates District policies.
- The District reserves the right to request copies of any materials a group is planning to distribute while using the room to ensure compliance with this policy. Failure to provide this information, if requested, may result in cancellation of the room reservation.
- All users of the rooms are expected to comply with the District's [Patron Conduct Policy](#).
- All exceptions to the Meeting Room Policy must be requested and approved in advance by the District's Executive Director.

### **Room Etiquette**

- Activities taking place in the meeting rooms must be contained within the rooms and must not create safety hazards nor interfere with normal District operations or other patrons' use of the library.
- Any equipment not listed in the [Book a Room](#) application on our website is not available for patron use without advance permission from District staff.

- Patrons reserving a meeting room may provide food and non-alcoholic beverages. They are also responsible for the setup and cleanup of the room including tables, chairs, equipment, and any food/beverage service they provide.

### **Reservations**

- Patrons 18 and older wishing to reserve and use a meeting room are required to review the District's Meeting Room Policy, complete the [Book a Room](#) application on the District's website, and accept the terms of the Policy prior to using the room.
- Rooms may be reserved up to two times per month per group, for up to four hours each time. This limit applies across all meeting rooms in the District; there is not a separate limit for each room.
- Attendance in any meeting room is limited to the occupancy limits established by the Fire Marshall.
- Patrons wishing to use a meeting room must complete a meeting room application no more than 60 days in advance of their requested meeting date.
- The reservation holder needs to check in at the front desk and must be present for the duration of the event.
- No reservation holder may transfer a reservation to another patron.
- The District reserves the right to change or cancel a reservation as well as to reassign a meeting to another room if circumstances necessitate.
- The District reserves the right to suspend or deny reservations by any person or group that repeatedly or knowingly violates the Meeting Room and/or other District policies.

### **Endorsement**

The District is not responsible for the content of the meetings held at their facilities. Use of the meeting rooms does not constitute the District's endorsement of the philosophies, practices, or viewpoints of the meeting participants. The District's phone number may not be listed on any publicity materials and staff must not be expected to answer any questions about meetings held in our rooms. In addition, the following disclaimer must be included in all written or electronic publicity materials:

*“The Winnetka-Northfield Public Library District provides meeting space as a community service. The District neither sponsors nor endorses this event nor the presenting individual(s) or organization(s).”*

## **Rooms and Equipment**

### Winnetka Lloyd Room

#### Equipment Available:

- Projector & screen
- Tables & chairs
- Laptop
- Whiteboard, eraser, & markers
- Hearing loop
- Speaker system with microphone
- Patio access

### Winnetka Community Room

#### Equipment Available:

- TV with HDMI hookup
- Tables & chairs
- Laptop

### Northfield Community Room

#### Equipment Available:

- TV with HDMI hookup
- Tables & chairs
- Laptop

## **Fees & Fines**

While the District typically provides meeting rooms at no charge to residents, it reserves the right to charge fees should safety concerns arise that may necessitate security to be present for an event. In those cases, the District will consult with and defer to local law enforcement to determine what is appropriate and advise the requestor of any associated fees.

Reservation holders are responsible for the orderliness of those in their group and the condition of the room they are using. They agree to reimburse the District for any expenses that may be incurred to replace or repair any fixtures, furniture, or equipment that is damaged while using the meeting room.