



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

Meeting Room Policy

The Winnetka-Northfield Public Library District (“the District”) provides public meeting space 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 Library 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

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.

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 other activities which, by their nature, may be disruptive to normal library operations unless approved in advance by the Executive Director.
2. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
3. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval from the Executive Director.
4. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
5. Religious worship services, ceremonies, or prayer services.
6. Commercial and for-profit purposes, e.g. programs or events (including but not limited to workshops or seminars) involving the sale, advertising, solicitation, or promotion of commercial products or services.
7. Any use or activity that is in violation of local, state, or federal law.

General Rules

- Meetings may begin no earlier than 30 minutes after the Library opens and must end no later than 15 minutes before the library closes. The Executive Director may approve exceptions.
- All meetings must be open to the public free of charge. Donations or fees may not 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 Library.
- The District reserves the right to observe all meetings conducted on the premises to ensure compliance with Library regulations and 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](#).
- The District reserves the right to disallow further reservations by any person or group that repeatedly or knowingly violates District policy.

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 library 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 clean up of the room including tables, chairs, equipment, and any food/beverage service they provide.

Reservations

- Patrons 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 by those 18 years of age and older.
- 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.

- Any person or group 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 person reserving the room needs to check in at the front desk 15 minutes prior to the room reservation and must be present for the duration of the event.
- No reservation holder may transfer a reservation to another patron.
- The Library reserves the right to change or cancel a reservation as well as to reassign a meeting to another room if circumstances necessitate.

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, erase, & makers
- Hearing loop
- Speaker system with microphone
- Meeting Owl
- Patio Access

Winnetka Community Room

Equipment Available:

- Projector & screen
- Tables & chairs
- Laptop
- Tv screen & projector
- Microphone
- Meeting Owl
- Table-top podium

Northfield Community Room

Equipment Available:

- Tv screen & projector
- Tables & chairs
- Laptop
- Meeting Owl