

DES PLAINES PUBLIC LIBRARY  
PUBLIC MEETING ROOM USE POLICY

The public meeting rooms of the Des Plaines Public Library are operated by the Library as a part of its community services as a limited public forum to provide for the informational, cultural, educational and recreational needs of the community. It is expected these rooms will be used to accomplish this goal. Library public meeting rooms will not be denied to any person or organization because of race, color, religion, gender, national origin, ancestry, age, sex, material status, sexual orientation, unfavorable discharge from military service, political affiliation or physical limitations or any other characteristic currently protected by applicable law. The Library is not responsible for the content of meetings, programs or events held on the premises. The use of the meeting room facilities does not constitute Library endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees. All meetings are free and open to the public.

Types of Meetings

Meeting Rooms are available on a first come, first serve basis to groups regardless of the beliefs or affiliations of the group. Priority for meeting room use is as follows:

1. Library-sponsored programs and meetings.
2. Library-related programs and meetings including Friends of the Library, and Learn to Read.
3. Meetings of nonprofit Des Plaines Community groups or organizations whose aims are educational, cultural, or civic in nature.
4. Meetings of other nonprofit groups the majority of whose members are residents of Des Plaines.

Reservations

1. All groups must submit a Meeting Room Request to the Registration Desk. The Library Director will have complete administrative authorization and responsibility for the approval of applications and the scheduling of the meeting rooms.
2. Groups must select an adult member to act as the contact person and assume responsibility for the group. The contact person will complete the Meeting Room Request and must be a Des Plaines resident with a currently valid adult Des Plaines library card.
3. Meeting rooms may be booked for up to four months in advance.
4. Groups must select from the options for room setup and equipment that are listed on the Meeting Room Request. If necessary, library staff will provide instruction on equipment operation if requested prior to the meeting date.

5. A representative of the group must complete a Record of Meeting Room Use form after each use and before leaving the building.
6. As a courtesy, the library requests groups notify the Registration Desk of a cancellation no less than 24 hours before the scheduled meeting.
7. The library reserves the right to change or cancel meeting room reservations due to unforeseen circumstances and will endeavor to notify groups at least 48 hours before the scheduled meeting, unless the building is closed as a result of an emergency.
8. Meeting room users agree to hold harmless, defend and indemnify the Des Plaines Public Library, its Board of Trustees, and all Library staff, against all loss, liability, damage and expense, including attorney's fees, incurred by any of the parties on account of any injury to or death of any person or persons while on the premises as a result of user's activities.

#### Rules of Use

1. The Library reserves the right to terminate meetings, programs and events that disrupt or interfere with normal Library operations or disrupt Library users or staff. Activities which in the judgment of the Library Director would materially and substantially interfere with the ordinary functions of the Library and/or which may cause excessive noise, safety hazards or a threat to the public health, safety or property.
2. Groups may use the meeting rooms only during hours the library is open to the public. In special circumstances, the Library Director may grant permission for a group to use a meeting room after library hours. The group would then be required to reimburse the library for the cost of extending the hours of library security and maintenance personnel. After the library has been closed to the public, members of groups using the meeting rooms are restricted to the meeting room and the designated corridors used to leave the building.
3. Groups are responsible for restoring meeting rooms and pantry to the condition prior to their meeting.
4. Groups are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their meeting.
5. Groups may not charge admission, require fees or request donations for attendance or participation. Exceptions will be made for special events or programs sponsored by the Library or the Friends of the Library.
6. Nothing may be sold to the public in the library without permission from the Library Director.
7. Food and non-alcoholic beverages may be served in designated areas. The groups or caterer must provide all paper goods and serving utensils.
8. Groups may use the pantry adjacent to the meeting rooms for food preparation, but may not store anything in the cabinets or refrigerator.
9. The piano may not be used as a practice instrument.

## Publicity

Individuals and organizations reserving use of the meeting room are responsible for their own publicity. Notices of meetings, flyers, news releases or any other promotional materials describing an event must clearly state that the meeting is not sponsored by the Des Plaines Public Library and must include the following disclaimer statement: Permission to use a library meeting room does not imply library endorsement of the aims, views, policies, or activities of any group or organization nor is the Library a sponsor of the event or representing an individual or organization. Promotion of or advertising of a program may include the Library's name and address but not the Library's telephone number. No group meeting in the Library, except for the Friends of the Library may use the Library as a mailing address.

## Fees

1. Nonprofit organizations – \$15 per use.
2. All fees for meeting room use are non-refundable.

## Exceptions

Any exceptions must be approved by the Library Director.

Reviewed and Approved 10/15/96  
 Revised and Approved 06/15/99  
 Revised and Approved 08/15/00  
 Revised and Approved 12/19/00  
 Revised and Approved 03/20/01  
 Reviewed and Approved 06/17/03  
 Revised and Approved 06/20/06  
 Revised and Approved 04/15/08  
 Revised and Approved 08/18/09  
 Reviewed and Approved 07/20/10  
 Revised and Approved 01/15/13  
 Reviewed and Approved 12/17/15  
 Revised and Approved 05/18/2017