

## **MNG-7: Meeting Room Use**

The Library welcomes the use of its meeting room for civic, cultural, educational or recreational purposes. The Library's Spruth Room is used primarily for Library meetings and programs, but may be used by local non-profit organizations for the above-specified purposes that are open to the public, and are free of charge. The Spruth Room is available on equal terms to all groups in the community regardless of beliefs and affiliations of the individuals or groups requesting use. Use of the Spruth Room does not imply endorsement by the Library of the views expressed by users of the meeting areas. Fees will not be charged for meetings held in the Library.

Permission to use the Spruth Room will be denied to any group or individual whose purpose is illegal or potentially hazardous, whose conduct would interfere with regular functioning of the Library, or for whom sponsorship is not established.

Reservations will be made on a first-come, first-served basis, within a time window designated by the Director.

Meetings will be scheduled according to the following priorities within the first-come, first-served overlay:

- A. Library and Library-related meetings or programs
- B. Vliet Center meetings or programs
- C. Lake Bluff Village government meetings
- D. Other government meetings of local interest
- E. Non-profit organizations related to local civic, cultural, educational, or recreational interests.

All requests to use the Spruth Room must be made in advance by a Lake Bluff resident or Village employee who assumes responsibility for the group's compliance with these policies and procedures. Any group using the Spruth Room will fill out an application (see information to be gathered, below).

---

Information to be gathered and returned to front desk, to include:

- A. Name of organization and date requested
- B. Contact person (Lake Bluff Resident)
- C. Contact information to include address (in incorporated area of Lake Bluff), telephone (daytime or cell), telephone (evening, if different), e-mail address.
- D. Time room is to be used (Start Time to include set-up, Finish Time to include clean up)
- E. Audio-visual equipment to be used, if any. [Note: Audiovisual equipment owned by the library and requested for use during the program must be specified and approved by the library in advance.]
- F. Wording of consent form, such as "I have read the Library's general and meeting room policies and agree to abide by the terms stated. I am an adult 18+ years of age who resides in the incorporated area of Lake Bluff, Illinois."
- G. Signature and printed name of applicant
- H. Note: The room is officially booked when the Library staff confirms a reservation.

---

### **Guidelines:**

The maximum capacity of the Spruth Room is 50 people.

Groups using the Spruth Room are responsible for any costs incurred by the Library as a result of their use.

If a meeting is to start or extend beyond normal hours of operation of the Library, permission must be obtained from the Library Director or designee. A staff member of the Library or designee must be present for the opening and closing activities if the Spruth Room is in use outside of normal business hours. Meeting requests may be denied if no such appropriate person is available.

Groups using the Spruth Room must clean it up when vacated. Furniture is to be left undisturbed unless arrangements are made in advance. Library staff is responsible for taking down library owned audiovisual equipment used.

Only light snacks may be served. No facilities are available for cooking meals. No dishwashing facilities are available.

All activities will be confined to the Spruth Room, and must not interfere with regular Library operation.

**Restrictions:**

There will be no smoking or use of alcohol in the Library or on its premises.

The Library shall not be responsible for lost or stolen property.

The name and/or address of the Library may not be used as the official address or headquarters of any individual or organization using the Spruth Room.

The Spruth Room may not be reserved for:

- A. Private social gatherings
- B. Private or political fundraising or money-making purposes by groups other than Library-related organizations
- C. Political meetings of a partisan nature.

During a meeting or program that is open to the public, no admission fee or donation requests are permitted. No items may be sold unless for the profit of the Library or approved author visit. However, groups may charge a reasonable fee to recover the cost of materials, hand outs, craft making supplies, refreshments, etc. Arrangements for any such fees have to be approved at the time of booking the room reservation.

The Library may, on occasion, sponsor classes offering instruction in skills. Fees to cover costs of supplies may be charged.

The Library complies with the Americans with Disabilities Act (ADA). If requested, groups using the Spruth Room must provide accommodations for persons with disabilities. Groups unable to provide needed accommodations will not be allowed to meet.

In case of an unscheduled closing of the Library, an attempt will be made to provide an alternative date or time for the group.