



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, or whose conduct would interfere with regular functioning of the Library.

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

Reservations will be taken according to the following priorities:

- A. Library and Library-related meetings or programs
- B. Lake Bluff History Museum 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 an individual residing within the 60044 zip code or a 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.

Guidelines:

Everyone using the meeting room space agrees to review and follow terms stated in the Library's User Conduct and Meeting Room Policies.

The maximum capacity of the Spruth Room is 30 people.

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.

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

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



Lake Bluff Public Library Meeting Room Policy

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

The Library's Youth Activity Room and the Stroh Reading Room are reserved for Library activities only.

Restrictions:

The Library will not provide storage of any items before or after meetings or between sessions.

The Library will not provide facilities for cooking meals or dishwashing.

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. Fundraising or money-making purposes by groups other than Library-related organizations
- C. Commercial use, including non-Library sponsored seminars, workshops and lectures presented by members of private, for-profit law firms, financial advisors, real-estate agencies, health care providers, or others, or for private tutoring sessions

No admission fee or donation requests are permitted.

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.

Approved by the Lake Bluff Library Board of Trustees on DATE.