

# Meeting Room Policy

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## I. Purpose

- A. To provide meeting room space for Mount Prospect residents, nonprofit groups, or businesses.
- B. Mount Prospect Public Library affirms Article VI of the American Library Association's Library Bill of Rights: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."
- C. The priority use of the meeting rooms of the Mount Prospect Public Library will be for library related activities and functions. Rooms may also be reserved for civic, cultural, educational, and public information meetings of residents, nonprofit groups, or businesses based in Mount Prospect.
- D. Permission to use the meeting rooms does not imply endorsement of any organization using the room nor any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of such meetings.

## II. Guidelines

### A. Reservations

- i. Rooms are available one hour after opening to one hour before closing.
- ii. All meetings shall be held during stated available hours. Exceptions may be made solely at the discretion of the Executive Director. If room is unoccupied it may be opened 15 minutes prior to the scheduled meeting time.
- iii. The authorized representative requesting a room and completing the required forms and Agreement must have a Mount Prospect Public Library card in good standing and be present during the reserved time.
- iv. Reservations will be taken for Meeting Rooms A and B beginning in November for the upcoming calendar year. Reservations must be made seven (7) days in advance of date desired. Meeting rooms may not be scheduled more than one year in advance. Only one room may be scheduled during a month by the same group. Exceptions may be made solely at the discretion of the Executive Director.
- v. The Library reserves the right to change or cancel meeting room reservations. All cancellations must be made 24 hours prior to date of reservation. Failure to do so may result in loss of future meeting room use. Any changes in meeting room set up must be made seven (7) days before the reservation date.

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### III. Additional Rules and Guidelines

- A. As required by the Americans with Disabilities Act, special accommodations requested will be provided by the sponsoring group/organization.
- B. Excessive noise or use of hazardous materials is prohibited and may result in a request to leave. Light refreshments may be served. Alcoholic beverages are not permitted. Rooms may not be used for luncheons, dinners, banquets, parties, etc. The Library is a non-smoking facility. Room must be left clean and neat.
- C. Publicity: No group may use the Library as a mailing address or put the Library's phone number on any publicity. Publicity must not imply the Library is sponsoring the program or will provide information on it. The Library will not store equipment or supplies for groups. Library staff is not responsible for handling reservations, answering questions about the meeting, or taking messages. Copies of anything advertising publicity must be provided for approval at the Registration Desk prior to posting.
- D. User must be familiar and able to use AV equipment without assistance. Presenters must use the Library presentation computer. Presenters can bring presentations on removable media (e.g., USB storage device, CD/DVD), or presentations may be accessed online.
- E. Adult sponsors must be provided at a ratio of one adult for each ten children. Groups with members under eighteen years of age must have an adult sponsor, who in turn must be present at the meeting.
- F. Library is authorized to deny permission to use the meeting rooms to any group that is disorderly or violates these guidelines. Failure to abide by these rules may result in cancellation of, or refusal of, future reservations.