

Meeting and Study Room Policy

I. Purpose

- A. To provide meeting and study room space for Mount Prospect residents, students, individuals, 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 and study rooms of the Mount Prospect Public Library will be for library-sponsored/related activities and functions. Meetings or events of a primarily commercial nature are not permitted. Sales, advertising, solicitation, or promotions of products or services are not permitted.
- D. Permission to use the meeting and study 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. Reservations

A. Meeting Room Reservations

- i. Rooms are available one hour after opening to one hour before closing and 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.
- ii. 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.
- iii. Reservations can be made for Meeting Rooms A and B up to three months in advance. Reservations must be made seven (7) days in advance of date desired. 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.
- iv. The library reserves the right to change or cancel meeting room reservations. The library will provide as much notice as possible prior to any changes or cancellations.
- v. The library requests at least 24 hours advance notice for cancellations by the reserver. Failure to do so may result in loss of future meeting room use. Any changes in room set up must be made seven (7) days before the reservation date.

B. Study Room Reservations

- i. Individuals who live, work, or attend school in Mount Prospect may make advance reservations. ID may be requested for verification.
- ii. Study Rooms have a time limit of up to two hours per day per patron or per group. Reservations for Study Rooms may be made up to one calendar week in advance.
- iii. Rooms are subject to minimum and maximum group size limits.

Mount Prospect Public Library
Meeting and Study Room Policy

- iv. Rooms may be subject to age restrictions.
- v. Reservations are held for fifteen minutes.
- vi. For the Youth Department Study Rooms, priority will be given to children and adults working with children. Adults without children may be allowed to use the rooms if all the adult study rooms are full.
- vii. Study rooms are available on a first come first served, walk in basis for individuals who do not live, work, or attend school in Mount Prospect.

III. 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. In study rooms, normal conversation levels are to be used in the rooms so as not to disturb others.
- C. Room capacity for each room is limited to the posted number.
- D. Food and Drink
 - i. In Meeting Rooms: Light refreshments may be served. Alcoholic beverages are not permitted. Rooms may not be used for luncheons, dinners, banquets, parties, etc.
 - ii. In Study Rooms: Food is not allowed. Beverages must be in covered containers. Alcoholic beverages are not permitted.
- E. Room must be left clean and neat.
- F. Library will not store equipment or supplies.
- G. Items left unattended in a Study Room for more than ten (10) minutes, or when a reservation has ended, will be taken to the Registration Desk on the first floor of the library.
- H. No group or individual may use the library as a mailing address or put the library's phone number on any publicity. Publicity must not imply that the library is sponsoring the program or will provide information on it. Library staff are not responsible for handling registrations, answering questions about the meeting, or taking messages. Copies of promotional materials must be provided for approval prior to posting.
- I. Users must be familiar and able to use AV equipment without assistance. Presenters can bring presentations on removable media or presentations may be accessed online.
- J. In meeting rooms, 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 must be present at the meeting.
- K. The library is authorized to deny permission to use the meeting or study rooms to any group or individual that is disorderly or violates these guidelines. Failure to abide by these rules may result in cancellation of, or refusal of, future reservations.