



# Meeting Room Policy

## Purpose

The Glenview Public Library provides public Meeting Room space to meet the operational needs of the Library, and to provide accommodations for educational, informational, cultural and civic functions within the community. For purposes of this Policy, Meeting Rooms shall refer to the Library's Multipurpose Room, the Technology Lab, and the Community Room, both East and West.

## Policy

1. Meeting Rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Glenview Public Library's Meeting Rooms will be available to reasonably accommodate all citizens, regardless of age, sex, race, religion, national origin, disability, or other protected status. The Library does not guarantee availability of its Meeting Rooms to any individual or group.
2. Any group or organization using the Glenview Public Library Meeting Rooms agrees to abide by all rules and regulations, procedures and policies of the Glenview Public Library.
3. Library Meeting Rooms are available on those days and during those hours that the Library is open to the public.
4. Meetings, programs, or events may not be used to conduct illegal activities, disturb or disrupt Library users or staff, endanger the Library building or collection, or otherwise interfere with the proper functions of the Library.
5. Meeting Rooms shall not be available for social gatherings, e.g. private parties, receptions, reunions, and rallies.
6. The sale of goods and services is prohibited in Library Meeting Rooms, with the exception of Library-sponsored programs and author book signings.

7. The Library reserves the right to terminate any meeting, program, or event that disrupts or interferes with normal Library operations.
8. The Glenview Public Library reserves the right to refuse use of its Meeting Rooms for failure to comply with this Policy or any other Library policy. If a group is denied the use of a Meeting Room by the Business Office, it can appeal that denial in writing to the Library Director, and then to the Library's Board of Trustees.
9. The Library is not responsible for the content of the assembly or speech during the meetings, programs, or events held in Meeting Rooms by any individual, group, or organization. The permission to use the Library's Meeting Room facilities does not constitute Library endorsement, sponsorship, or promotion of any business or commercial enterprise; the philosophies, practices or viewpoints of presenters, participants or attendees; nor of any political party, political position, candidate for public office, or referendum question.
10. The group or individual using a Library Meeting Room must agree to indemnify and hold the Library harmless for any personal injury, lost or stolen articles, damaged property, or other losses or liabilities (including attorneys' fees) arising out of or alleged to have arisen out of any third-party claim related to the group or individual's use of a Library Meeting Room. The Library reserves any privileges, defenses, and immunities granted to the Library under statute or common law..
11. Users may be asked to provide proof of adequate insurance (naming the Library as an additional insured) and/or a security plan when deemed necessary or appropriate by the Library Director in their sole discretion. Failure or refusal to comply with any request of the Library Director or staff prior to or during a Meeting Room reservation may result in cancellation of the reservation or suspension of Meeting Room privileges.
12. Users must comply with the Americans with Disabilities Act (ADA) and are responsible for providing, and if necessary, paying for, qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations which would enable them to equally observe or participate in the meeting.

## **Guidelines**

1. Priority for Meeting Room use is assigned as follows:Library operational uses;
  - a) Library sponsored programs and activities, including functions of the Friends of the Glenview Library and the Glenview Public Library Foundation;

- b) Educational, informational, cultural, and civic programs sponsored or co-sponsored by the Library and related to its mission, collections, and services;
  - c) Meetings of the Village of Glenview and other agencies or departments of local government;
  - d) Meetings of Glenview organizations whose purposes are educational, cultural, or civic in nature and classified as not-for-profit (501(c)3);
  - e) Meetings of Glenview businesses;
  - f) Other meetings by local businesses and local organizations, and Library card holders, which are compatible with the mission and facilities of the Library.
2. The Library may charge a fee for the use of its Meeting Rooms as determined by the Library Director. The Library may also charge an additional fee for costs relating to security and related services where the Library Director determines that such additional services are necessary. The determination of the scope of security services needed and the selection of the security services provider is in the sole discretion of the Library Director.
- a) Advance application for use of a Meeting Room is required.
  - b) Applicants must be at least eighteen (18) years of age.
  - c) Applications for use of the Library's Meeting Rooms shall be reviewed in order of their receipt.
  - d) Groups wishing to use any Library audio-visual equipment are responsible for making arrangements with Library staff a minimum of one week in advance of the program if they wish to receive instruction on its proper operation, and to confirm that the equipment meets presenter needs.
  - e) The Technology Lab is available for technology training use by Glenview-based organizations and corporations.
3. Any organization using the Library's Meeting Rooms must include the following disclaimer on all promotional materials related to their program or event:
- "This program/event is not sponsored, endorsed, or promoted by the Glenview Public Library. The use of the Library's facilities does not imply Library approval of the views or content expressed during this program/event."*

*Adopted by the Library Board of Trustees on September 16 2010;  
Revised July 17 2014; September 25 2015; March 16 2017; April 19 2018; May 19 2022; August 17 2022; September 19 2024*