



# Meeting Room Policy

## Purpose

The Glenview Public Library (the Library) provides public Meeting Room space to meet the operational needs of the Library, and to provide accommodation 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 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 the availability of its Meeting Rooms to any individual or group.
2. Any group or organization using the Library's Meeting Rooms agrees to abide by all rules and regulations, procedures, and policies of the Library.
3. Library Meeting Rooms are available only on those days and during those hours when 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 functions of the Library.
5. Meeting Rooms shall not be available for social gatherings, e.g., private parties, receptions, reunions, or 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 being held in a Library Meeting Room that disrupts or interferes with Library operations.
8. The 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 use of a Meeting Room by the Business Office, it can appeal that denial in writing to the Executive 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 any 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. The group or individual reserving the Meeting Room assumes full responsibility for any damage to the Meeting Room, its furnishings, equipment, or any other property of the Library in connection with the meeting event or program. The reserving party agrees to reimburse the Library for the cost of any repairs, cleaning, or replacement of damaged property.
12. The group or individual using a Library Meeting Room for a meeting, event or program for which the anticipated attendance is more than 75 people, and/or for which the purpose is to promote or participate in physical activity such as dancing, pickleball, yoga, exercise, or other similar activities, must provide proof of adequate insurance (naming the Library as an additional insured) in advance of the meeting,

event, or program.

13. The group or individual using a Library Meeting Room must comply with the Americans with Disabilities Act (ADA). Such group or individual is 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, event or program.

## Guidelines

1. Priority for Meeting Room use is assigned as follows:
  - (a) Library operational uses.
  - (b) Library sponsored programs and activities, including functions of the Friends of the Glenview Library and the Glenview Public Library Foundation.
  - (c) Educational, informational, cultural, and civic programs sponsored or co-sponsored by the Library and related to its mission, collections, and services.
  - (d) Meetings of the Village of Glenview and other agencies or departments of local government.
  - (e) Meetings of Glenview organizations whose purposes are educational, cultural, or civic in nature and classified as not-for-profit 501(c)(3).
  - (f) Meetings of Glenview businesses.
  - (g) Other meetings by local businesses and local organizations, and Library card holders, which are compatible with the facilities of the Library.
2. Fees for Meeting Rooms are calculated at \$10.00 per hour and \$5.00 per half-hour. All fees are waived for government agencies and nonprofit organizations that serve Glenview residents.
3. All Meeting Room reservations must be made through an advance application.
4. An application to use a Meeting Room must be made by a person who is at least eighteen (18) years old and who has a valid Glenview Public Library Card.
5. Applications for use of the Library's Meeting Rooms will be reviewed in order of their receipt and taking into account the priority for use referenced in this policy. Applicants who are granted use of a Meeting Room must enter into an agreement with the Library

which sets forth the terms and conditions of use as set forth herein.

6. Groups or individuals 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 meeting, program or event for which they are using the Meeting Room. This will enable the group or individual to:
  - (a) Receive instruction on the proper operation of any such equipment, and
  - (b) Confirm that the equipment meets the presenter's needs. If Library-provided equipment does not meet the presenter's needs, it is the responsibility of the group or individual using the Library's Meeting Rooms to provide the necessary equipment and ensure that such equipment is compatible with Library equipment and complies with all applicable Library policies in advance of the meeting, event or program.
7. Any organization using the Library's Meeting Rooms must include the following disclaimer on all promotional materials related to their meeting, 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; February 20, 2025.*