

Meeting Room Policy
Adopted 04/14/2008

The Lake Villa District Library Mission Statement: *The Lake Villa District Library is a welcoming environment where people connect with books and other resources for lifelong learning, information, and leisure to enrich the quality of life.*

Purpose: *Lake Villa District Library Meeting Rooms are a community resource and an extension of library service to the patrons of the Library District. They house many cultural, educational and entertainment programs for library patrons and, when available, serve as meeting rooms for local organizations.*

Statement of Policy/Principles

1. Lake Villa District Library strives to bring cultural, educational and entertainment programs to library patrons and the LVDL's meeting rooms allow that to happen. Thus, the meeting room's top priority is to house library related programs for the benefit of library patrons.
2. In allowing public use of the meeting rooms neither the LVDL nor its Board of Trustees endorses any position expressed by any group using the rooms.
3. Any organization or group using the meeting room shall indemnify and hold harmless the Lake Villa District Library for any and all accidents which may be sustained on the premises resulting from the negligence of the group using the meeting room.
4. LVDL meeting rooms are available to groups, organizations, and individuals according to the regulations of this policy when not otherwise used by either the LVDL or affiliated library organizations (such as the Friends of the Library).
5. LVDL will strive to minimize additional expenses for supervision, room set-up, security, liability, utilities, etc., so that primary library services are not negatively affected. Fees are established so that each group, organization, or individual can pay for additional costs involved in the use of the facility or parts thereof.
6. Use of LVDL meeting rooms/space may not disrupt or conflict with normal library operations or services. On this basis requests for use may be denied or meeting room privileges suspended.
7. LVDL meeting rooms are for meetings and programs of an educational, informational, cultural, or civic nature which enhance the LVDL's role as an institution that connects people with information. The meeting rooms may not be used for commercial purposes except as provided in Statement 8, below. Organizations working in partnership with the LVDL are also allowed to use meeting room space. All meetings and programs **must** be open to the general public, excepting as provided in Statement 8, below. The meeting rooms and conference room may not be used for private parties such as showers, receptions, birthday parties, etc.
8. Businesses located within the LVDL district or belonging to the Lindenhurst/Lake Villa Chamber of Commerce needing meeting room space for non-sales purposes are allowed use during weekdays, from 9:15 until 5, though a charge will apply. Such meetings may be closed to the general public.

9. Non-business meeting room reservations may only be made by current LVDL card holders. The person making the reservation shall be responsible for any business booking fee, damage fee, or set-up fee.
10. Fees or charges for admission or participation may not be charged for activities held in the meeting rooms except in the instance of tuition by established educational institutions and/or nominal fees by non-commercial organizations to recover costs. This information must be revealed on the application form.
11. Workshops or seminars on financial, estate, or retirement planning and related topics will be considered “for profit” ventures and, therefore, sponsoring groups or individuals will not be permitted to use the LVDL meeting rooms. Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy which allows individuals or groups who are speakers or performers at a library-sponsored program to sell books or merchandise that relate to their particular topic. “Educational” programs by professionals are permitted only when sponsored as a “LVDL program.” While we invite local professionals to share their talent and expertise with the library community by presenting a library sponsored program, not all requests to have a library sponsored program can be granted. In keeping with the library’s mission, our program mix is centered around cultural and educational programs.

Priorities for Scheduling

1. LVDL-sponsored meetings or programs.
2. LVDL-related meetings or programs (such as by the Friends of the Library).
3. Educational, cultural, or civic meetings or programs of organizations serving the Library District.
4. Business uses.
5. Other meetings which in the opinion of the Library Director are appropriate to the LVDL and which follow library board guidelines.

Facilities Available

All rooms are handicapped accessible.

All rooms have wifi availability.

Meeting room -- capacity 100. (It can be divided into two rooms that seat 40-A and 60-B.) The rooms may be booked simultaneously. The larger portion of the room has a countertop and sink. Refreshments may be served in either meeting room.

Conference room -- capacity 12. Refreshments may not be served.

A group may provide its own equipment or use the library’s meeting room equipment. A list of library-owned meeting room equipment is provided on the meeting room application form. **The group is responsible for providing a knowledgeable operator** for the equipment it plans to use.

The library is not responsible for damage to DVDs, videos, etc., when played on library-owned equipment. Rooms are also equipped with motorized projection screens and magnetic dry-erase boards. Library owned equipment other than the projection screens or dry-erase boards, however, is not available to business meetings held in the library.

Procedures

1. Applications are available from the Adult Reference Desk, through the Community Services Office, or may be downloaded from the LVDL website.
2. Applications must be made by individuals holding valid LVDL cards or by members of a group of which a valid LVDL card holder is a member. The LVDL card holder's name and card number must be on the application. An exception is made for business use. The LVDL card holder or business is responsible for all fees incurred.
3. Applications must be made by individuals 18 years of age or older.
4. Meeting room reservations should be made at least two weeks in advance of the meeting date and cannot be reserved more than six months in advance of a specific date except for LVDL or LVDL-affiliated programs. Also, Thursdays can only be booked a maximum of one month in advance. Other than the LVDL, no group may reserve the meeting room for more than eight hours in any two-week period.
5. An application form for current meeting room use must be completed and submitted with any initial fees in order to reserve a meeting room. Reservations will be confirmed upon receipt of the signed application and payment of any applicable fees.
6. The signed application must be returned either in person, by mail, or by fax (847-265-9595) to the LVDL. E-mail applications (with attached, signed, PDF of application form) may also be sent to communityservices@lvdl.org. Bookings are contingent on Community Services staff being available to process applications during weekdays. Bookings are done on a first-come, first-served basis as received by Community Services staff members.
7. The Community Services Office or the Adult Reference Desk must be notified at least one day in advance if any event or use is cancelled. Fees will not be refunded if notification is not given. Failure to give the LVDL notification of a cancellation may prevent future scheduling of rooms by that group.
8. Three cancellations in a six-month time period may lead to revocation of an individual or organization's privilege of reserving a meeting room at the LVDL.

Rules

1. Meetings must begin and end in accordance with regular library hours. They must begin at least 15 minutes after the LVDL opens and end 15 minutes before the LVDL closes. Participants must vacate the building when the LVDL closes. Should a group incur any extension of time beyond the closing hour there will be a charge of \$50.00 per hour or portion thereof.

2. Publicity is the responsibility of the group booking the meeting rooms. The group must provide and produce its own publicity. Publicity may not imply that the LVDL is in any manner connected with the meeting except for providing meeting space.
3. All groups using the meeting room must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters or auxiliary aids upon request.
4. A group representative **must** check in at the Reference Desk before the meeting begins and after the meeting concludes.
5. Except for the Friends of the Library, organizations meeting in the library may not use the LVDL as a mailing address or the LVDL telephone number to conduct business.
6. Meetings must be orderly and the room returned to its original condition or the group will be charged a minimum \$50.00 cleaning and/or repair fee.
7. The LVDL's Unattended Children Policy applies to people who use the meeting room. A group must make provisions for childcare elsewhere if the children will not be part of the program and are under age 10. Children under age 10 attending the program must remain in the meeting room unless accompanied by a responsible adult.
8. Meeting room setup or changes will be done by LVDL staff with sufficient advance notification. Chair/table arrangements and equipment requests should be made at the time of application.
9. Refreshments may **only** be served in the meeting rooms. Cooking is prohibited. Leftover food must be removed. Refreshments are **not allowed** in the conference room.
10. Smoking and consumption of alcohol on LVDL premises is prohibited.
11. LVDL staff will not relay messages to people attending meetings except in emergencies.
12. Failure to abide by these rules may result in suspension of meeting room privileges.
13. The person under whose name (as an LVDL card holder) a room is booked is responsible for all fees incurred. Businesses using library facilities are responsible for all fees incurred.
14. There is a \$50 fee for businesses using the library when it is available for such use.

Fees/Setup Charges

1. The standard set-up is theater style with one table at the front of the room. See the application for specific configurations that may be arranged for an additional \$20 set-up fee.
2. The conference room will remain in a "board meeting" set-up and cannot be changed.
3. Time extension past library closing is charged at \$50 per hour or any portion thereof.
4. There is a minimum \$50 cleaning and/or repair fee.

**LAKE VILLA DISTRICT LIBRARY
APPLICATION FOR MEETING / CONFERENCE ROOM USE**

Name of Organization: _____

Organization Address: _____

Contact Person: _____ Library Card # _____

Contact's Daytime Phone # _____ Evening Phone # _____

Contact Person's e-mail address (for contact purposes only) _____

Date(s) of Meeting: _____

Time needed: from: _____ to: _____ Anticipated Attendance: _____

Purpose of meeting: _____

If tuition or cost recovery fee is charged, explain type and amount: _____

Indicate Meeting Room Choice: Meeting Rm. A (max. 40 people) _____
Meeting Rm. B (max. 60 people) _____ (counter/sink available)
Meeting Rm. A&B (max.100) _____ (counter/sink available)
Conference Room (max.12 people) _____

Indicate Meeting Room Setup: Please choose from the selection on the reverse side of this application.
Will refreshments be served? (meeting rooms only) Yes / No (circle one)

Equipment needed: (Please note that although every effort is made, the library cannot guarantee that equipment will be in working order.)

DVD/VCR/Monitor _____
Overhead Projector _____
Video Projector _____
Podium _____

Initial FEES: Business use fee: \$50
After use FINE (if applicable): \$50/hour (or portion thereof) late fee, \$50 (minimum) clean-up fee
Special set-up fee: \$20

I have read and agree to abide by the Statement of Policy and Principles and the Rules as listed. I agree to use the room only for the purpose stated in this application. I and/or the organization I represent indemnify and hold harmless the Lake Villa District Library for any and all accidents which may be sustained on the premises resulting from the negligence of the group using the meeting room.

Signed _____ Date _____

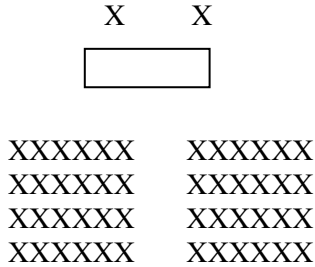
Please bring, mail or fax (847-265-9595) the application and, if applicable, check payable to Lake Villa District Library, to Attn: Community Services Office, LVDL, 1001 East Grand Avenue, Lake Villa, IL 60046. You can also send an e-mail (with attached, signed, PDF of application form) to: communityservices@lvd.org. Your reservation will be confirmed upon receipt of this signed application and payment of any applicable fees.

STAFF USE: Fee paid? _____ check number _____ date _____ INITIAL _____

MEETING ROOM SETUP

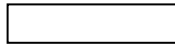
PLEASE CIRCLE YOUR SELECTION

Standard Configuration (Theater style) – No Additional Charge

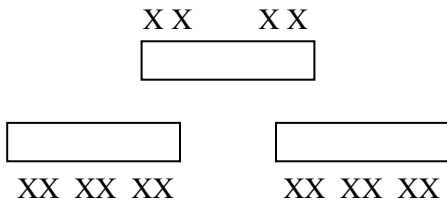


Optional Configurations (These choices require a \$20.00 set-up fee per time period and required setup charge)

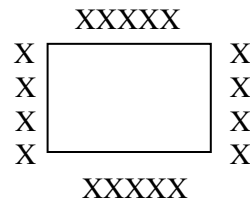
Tables around perimeter of room



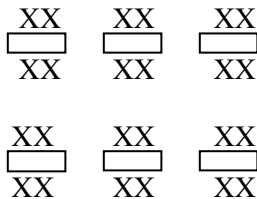
Lecture/Classroom
Style



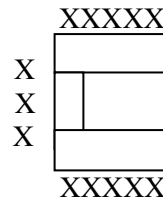
Closed Cube
Style



Luncheon
Style



Open Cube
Style



Note: The library has ten tables and 100 chairs available for special setup. The above drawings are representations of possible setups and do not reflect actual numbers with regard to seating. Different setups will accommodate different numbers of attendance. We will be happy to work on setup configurations with you. Groups must bring their own tablecloths (suitable for 6-foot tables) if they intend to work on craft projects. This will make clean-up easier and limit soiling. There will also be a vacuum cleaner available for your use.