

Section II: Service Policies

TITLE: Meeting Room Policy

Lake Villa District Library (LVDL) provides meeting rooms and other designated spaces for use by the public. In accordance with the American Library Association (ALA) Library Bill of Rights, the library's meeting rooms and public spaces are available on an equitable basis, regardless of the beliefs or affiliations of the individual or group requesting the space.

For the purposes of this policy, the term "meeting room" refers to any of the library's designated public spaces and the term "meeting" refers to the activity in the space.

- Meetings must be held during the library's normal business hours and may not disrupt or conflict with library operations.
- To ensure equitable access to library meeting rooms, LVDL utilizes an online reservation software system to manage the meeting rooms.
- Each type of meeting room has unique properties for reservations including a limit to the amount, frequency, and length of reservations that an individual or group are allowed within a certain period of time.
- LVDL does not endorse any position expressed by any group or individual utilizing the meeting rooms.
- Publicity is the responsibility of the group using the meeting room and may not imply that LVDL is a sponsor or connected with the group aside from providing the space. Unobtrusive directional signage may be placed on or near the entrance of a Meeting Room.
- Groups using the meeting rooms must not exceed designated room capacities and must comply with the American Disabilities Act.
- Any organization, group or individual using the meeting rooms shall indemnify and hold harmless LVDL for any and all accidents which may be sustained on the premises resulting from the negligence of the organization, group or individual using the meeting room.

- LVDL retains the right to monitor all meetings held on library premises. Library staff will always have free access to meeting rooms at all times.
- Meeting room reservations may be closed to the general public at the discretion of the meeting organizer.
- Meetings involving the sale, advertising or promotion of commercial products or services, or those sponsored by a business firm, regardless of purpose, are prohibited.
- No fees may be charged, nor collections taken, regardless of whether such collections are designated as voluntary.
- Social gatherings or private parties are prohibited.
- The library is unable to provide storage of property belonging to any group or individual.
- LVDL is not responsible for the loss or damage of property while on library premises.
- LVDL's meeting room equipment is available free of charge. The group or individual using the meeting room is responsible for operating the equipment.
- Any damage to library property will be charged to the person who made the reservation.
- The library is not responsible for damage to personal equipment when connected to library owned equipment.
- All policies of the library apply to meeting room users, including, but not limited to those that govern Internet access and patron behavior.
- Light refreshments and non-alcoholic beverages in covered containers are allowed.
- LVDL reserves the right to cancel any meeting room reservation.
- At the discretion of the Library Director, use of library meeting rooms may be denied or rescinded for failure to adhere to this policy.

Adopted: April 14, 2008

Revised: 8/17, 6/19, 4/22, 01/23