

**Section II: Service Policies**

---

**TITLE: Meeting Room Policy**

**ADOPTED: April 14, 2008**

**REVISED: August 14, 2017**

Lake Villa District Library (LVDL) provides meeting rooms for cultural, education and/or civic purposes.

Meeting Room Guidelines

- Priority for meeting room use is given to library sponsored programs.
- Neither LVDL nor its Board of Trustees endorses any position expressed by any group or individual utilizing LVDL meeting rooms.
- 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 is not responsible for the loss or damage of property belonging to meeting room users, and will not provide storage of property belonging to any group or individual.
- Use of LVDL meeting rooms may not disrupt or conflict with normal library operations or services.
- The meeting rooms may not be used for private parties or social events.
- Meeting room reservations may only be made by current LVDL card holders. The person making the reservation is responsible for any set-up fees and/or cleaning/repair fees.
- Fees 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.
- Meeting rooms are not available for commercial use and all meetings and programs must be open to the general public.
- 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 LVDL meeting rooms.
- Programs involving the sale, advertising or promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited.
- Meeting rooms are available to businesses located in the library district or belonging to the Lindenhurst/Lake Villa Chamber of Commerce, and may be used for non-sale purposes during library business hours for a fee.

## Meeting Room Rules

- All policies pertaining to LVDL apply to the use of LVDL meeting rooms.
- Publicity is the responsibility of the group booking the meeting rooms. Publicity may not imply that LVDL is in any manner a sponsor or connected with the meeting except for providing meeting room space.
- Organizations meeting in the library may not use LVDL telephone number or mailing address to conduct business.
- All groups using the meeting room must comply with the Americans with Disabilities Act.
- A group representative is required to check in at the Reference Desk before the meeting begins and after the meeting concludes.
- Meetings must be orderly and the room returned to its original condition or the person making the reservation will be charged for any necessary cleaning and/or repair fees.
- Room set-up arrangements and equipment requests should be made at the time the meeting room application is completed and submitted.
- Meeting participants are required to vacate the building when LVDL closes.
- Failure to abide by these rules may result in suspension or termination of meeting room privileges.
- Groups must not exceed meeting room capacities.
- LVDL's meeting room equipment is available free of charge. The group or individual reserving the meeting room is responsible for operating the equipment. The library is not responsible for damage to DVDs or other devices when played on library owned equipment.
- LVDL reserves the right to cancel meeting room reservations for any meeting because of LVDL priorities. (In the event LVDL cancels a meeting room reservation, that reservation may be re-scheduled or relocated based on availability. Fees paid will be refunded for cancellations that are not able to be rescheduled for relocated.)
- Refreshments may only be served in the Meetings Rooms A&B and the Conference Room. Cooking is prohibited. Leftover food must be removed. Only covered drinks are allowed in Meeting Room D.

## Meeting Rooms Available

- LVDL has a variety of meeting rooms (for specific information see the Meeting Room Application form).
- All rooms are handicap-accessible.
- All rooms have Wi-Fi availability.
- Equipment available (for specific information see the Meeting Room Application form).

### Meeting Room Hours Available

Meeting room reservations may be scheduled to begin fifteen minutes after LVDL opens and end fifteen minutes before LVDL closes.

- Monday through Thursday between 9:15 a.m. and 8:45 p.m.
- Friday between 9:15 a.m. and 5:45 p.m.
- Saturday between 9:15 a.m. and 4:45 p.m.
- Sunday between 1:15 p.m. and 4:45 p.m.

### Meeting Room Reservations

- Meeting Room Application forms are available at the Adult Reference Desk or on the library website at [www.lvdl.org](http://www.lvdl.org).
- Reservations are limited to library card holders only. The card holder is responsible for all fees incurred.
- Reservations are limited to individuals 18 years of age or older.
- 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. Reservations for Tuesdays and Thursdays can only be booked a maximum of one month in advance.
- No group or individual may reserve the meeting room for more than eight hours in any two-week period.
- The completed and signed application can be submitted at the Adult Reference desk, mailed to LVDL, emailed to [meetingrooms@lvdl.org](mailto:meetingrooms@lvdl.org) or faxed to 847-265-9595. Meeting room reservations are accepted on a first-come, first-serve basis as received by LVDL staff, based on room availability.
- Reservations will be confirmed upon receipt of the signed application and payment of any applicable fees.

### Meeting Room Cancellations

- A minimum of 24 hour notice is required for room cancellations and refund of any fees. Fees will not be refunded if timely notification is not provided. Failure to provide proper notification of a cancellation may prevent future scheduling of meeting room reservations by that group or individual.
- Three cancellations in a six-month time period may lead to loss of scheduling privileges.

### Meeting Room Fees

- Clean up or repair fee: \$50 minimum.
- Business meeting room use: \$50 per reservation.
- Meetings extending past library closing will be charged a fee of \$50 per hour or any portion thereof.
- Special room set-up fee: \$20 per reservation.



### Application for Meeting Room or Conference Room Use

\*Applications can be completed online at [www.lvdl.org/reserve-room](http://www.lvdl.org/reserve-room)

No later than 6 months in advance of today's date.

Date of Reservation: \_\_\_\_\_

Time (Start): \_\_\_\_\_ Rooms available: Mon.–Thu. | 9:15am–8:45pm

Fri. | 9:15am–5:45pm

Time (End): \_\_\_\_\_ Sat. | 9:15am–4:45pm

Sun. | 1:15pm–4:45pm

Meeting Room Options:

- \_\_\_\_\_ Room A (40 people)
- \_\_\_\_\_ Room B (60 people, counter and sink)
- \_\_\_\_\_ Room A & B (100 people, counter and sink)
- \_\_\_\_\_ Conference Room (12 people, no food please)
- \_\_\_\_\_ Room D (10 people, no food please)

Lake Villa District Library Card Number: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Meeting Room Equipment Options:

- Computer Projector       DVD Player       Podium

Special Set-Up: **A \$20 fee will be charged for special set-ups.** The standard set-up for Meeting Rooms A&B is theater style (a table or podium at the front facing rows of chairs). If special set-up is required, please select one on the next page.

I have read and agree to abide by the Statement of Policy and Principles and the Meeting Room Use Rules. 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.

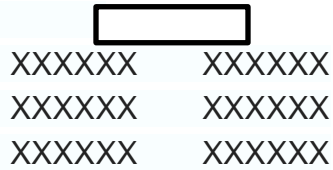
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Meeting Room Set-up Options

*X's represent chairs. Boxes represent tables*

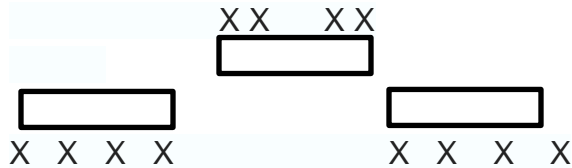
LVDL has 10 tables and 100 chairs available for use. Drawings represent possible set-ups and not actual number of seats

Standard Configuration (Theater Style) – No additional charge

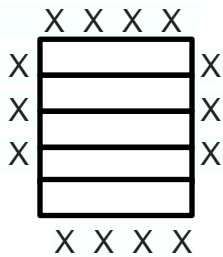


**Special Set-Up Options: Requires a \$20 fee. Please circle your choice**

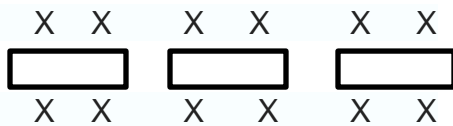
1. Lecture/Classroom



2. Closed Cube



3. Luncheon



4. Open Cube

