

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 purpose of this policy, the term "meeting room" refers to any of the library's designated public spaces, whether indoors or outdoors, and the term "meeting" refers to the activity in the space.

- Meetings must be held during the library's regular business hours and may not disrupt or interfere with library operations.
- To ensure equitable access to library meeting rooms, LVDL utilizes an online reservation system to manage meeting room bookings.
- Each meeting room has specific reservation guidelines, including limits on frequency, duration, and number of reservations permitted within a defined period.
- LVDL does not endorse any position expressed by any group or individual utilizing the meeting rooms.
- Publicity is the responsibility of the group reserving 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 meeting room entrance.
- 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 a meeting room shall indemnify and hold harmless LVDL for any and all accidents, injuries, or damages 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 shall 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.
- The sale of goods or services by the general public are not permitted within the library building, on library grounds, or in parking areas. Groups and individuals may not charge fees, solicit donations, or take collections, even if 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, theft, 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.
- The person making the reservation is responsible for any damage to library property and may be charged for repair or replacement costs.
- The library is not responsible for damage to personal equipment when connected to library owned equipment.
- Meeting rooms must be left clean and in the same condition in which they were upon arrival.
- Light refreshments and non-alcoholic beverages in covered containers are allowed.
- All policies of the library apply to meeting room users, including, but not limited to those that govern Internet access and patron behavior.
- LVDL reserves the right to cancel any meeting room reservation.
- At the discretion of the Library Director, meeting room privileges may be denied, suspended, or revoked for failure to comply with this policy.

Adopted: April 14, 2008

Revised: 8/17, 6/19, 4/22, 04/23, 4/26