

**GRAYSLAKE AREA PUBLIC LIBRARY DISTRICT
MEETING ROOM POLICY**

The Grayslake Public Library meeting rooms are designed primarily to meet the operational needs of the Library. They are also available for use by not-for-profit organizations including civic, educational and cultural groups whose membership includes residents of the Library District.

PRIORITIES

1. Library and library-sponsored programs and meetings.
2. Library related programs and meetings.
3. Friends of the Library programs and meetings.
4. Grayslake Library Foundation programs and meetings.
5. Programs and meetings of not-for-profit civic, educational and cultural organizations.

FACILITIES

The Library has a large meeting room which will accommodate up to 99 people with no tables and chairs, 80 chairs or 48 chairs and 12 tables. In addition, this room may be divided into two or three smaller rooms.

A sink and counter are available in Meeting Room A for light refreshments.

Groups are responsible for setting up and taking down tables and chairs.

Library Staff are not available to assist any group with setup, clean-up, moving equipment or supplies, or running equipment.

The Youth Services Department Programming Room (Margaret A. Cesaroni Room) is not available for non-library programs or meetings.

| FACILITIES | ROOM ABC | ROOM A | ROOM B | ROOM C |
|-------------------|----------|--------|--------|--------|
| CHAIRS ONLY | 80 | 40 | 40 | 30 |
| TABLES AND CHAIRS | 12 / 48 | 6 / 24 | 6 / 24 | 4 / 20 |
| KITCHENETTE | X | X | | |
| COFFEE MAKER 1 | X | X | X | X |
| COFFEE MAKER 2 | X | X | X | X |
| HOT WATER MAKER | X | X | X | X |
| PIANO | X | X | X | X |

DAYS AND HOURS OF MEETINGS

Meetings may be held only during normal library hours.

All programs must be terminated 15 minutes before the library closes and the building vacated promptly.

FEES

There is no fee for use of the meeting rooms.

A \$5.00 tuning fee is required for all piano recitals.

An appropriate cleaning fee will be charged for damages or unusual cleaning.

RESTRICTIONS

Permission to use the meeting rooms does not imply endorsement by the Library District.

Reservations may be made only by patrons 18 years of age or older with a valid Grayslake Area Public Library District library card or by governmental agencies.

No admission may be charged for any meeting.

No collection, other than for member dues or a fee for the actual cost of the program, may be taken during any meeting.

Use of the meeting rooms for commercial purposes is prohibited with the exception of commercial activities associated with the Library such as the Friends of the Library booksales.

Storage of goods by organizations meeting at the library is not permitted.

All meetings must be open to any member of the public.

All meetings must comply with the Americans With Disabilities Act.

Groups with members under 18 years of age must have one adult present for every 10 children.

Smoking and alcoholic beverages are not permitted.

Organizations showing films or videotapes must secure all necessary performance licenses and indemnify the Library for any failure to do so.

Attendees must comply with all Library District policies and procedures.

No meeting which may disrupt or conflict with normal library operations or services may be held.

Failure to abide by these rules may result in the cancellation of or refusal of future reservations.

RESERVATIONS

Reservations will be made based on the priorities established above then on a first-come, first-serve basis.

Reservations must be made by filling out an online application form.

Reservations are scheduled up to six months in advance.

No organization may schedule more than one meeting per month. Exceptions to this may be approved by the Library Board of Trustees at their regularly scheduled monthly meetings or at the discretion of the Library Director.

Rooms will be assigned by the Library based on size and facilities requested.

Rooms must be reserved at least 48 hours (Monday-Friday) in advance.

The Library reserves the right to cancel any reservation upon 48 hours notice.

Organizations must give the Library 48 hours notice of cancellation.

Failure to do so may result in the cancellation of or refusal of future reservations.

INDEMNIFICATION

Any group using the meeting room shall indemnify and hold harmless the Grayslake Area Public Library District for any and all damages, costs or injuries which may arise out of its use of the premises.

The Library is not responsible for equipment, supplies, materials or any other personal possessions owned by those using the meeting room.

Revised May 13, 2003; Revised June 13, 2006; Revised February 10, 2009; Revised May 8, 2012