

328

MEETING ROOMS

The primary purpose of the Library's meeting rooms is to provide space for library activities and functions in support of the library's mission. When not needed for library use, the library's meeting rooms may be available as a designated and limited forum for local government agencies, businesses, community groups, and non-profit organizations as a public service.

PRIORITIES

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

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. Library staff are not available to assist any group with setup of non-library equipment or furniture, running equipment, provision of supplies or refreshments, or clean-up. The Youth Programming Room (Margaret A. Cesaroni Room) is not available for non-library programs or meetings.

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. 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.
- Reservations may be made only by patrons 16 years of age or older with a valid Grayslake resident card or by governmental agencies.
- All meetings must be open to any member of the public.
- 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.
- Storage of goods by organizations meeting at the library is not permitted.
- All meetings must comply with the Americans with Disabilities Act.
- Groups with members under 16 years of age must have one adult present for every 10 children.

- Smoking and alcoholic beverages are not permitted.
- Organizations screening audiovisual materials must secure all necessary performance licenses and indemnify the library for any failure to do so.
- Attendees must comply with all library 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 served basis.
- Reservations must be made by filling out an online application form.
- Reservations may be scheduled up to 90 days in advance.
- No organization may schedule more than two meetings 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 Executive Director.
- No organization may transfer use of a room to another organization.
- 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.
- Groups are responsible for their own publicity and must make clear that the library is not hosting the event. All advertisements must clearly state the following:

Grayslake Area Public Library District provides meeting room space as a community service. The library neither sponsors nor endorses this event nor the presenting individual(s) or organization(s).

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.

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