

**POLICIES GOVERNING  
PUBLIC USE OF LIBRARY MEETING ROOM SPACE**

A not-for-profit, non commercial corporation or organization, which, by virtue of its purpose and membership is deemed to be connected with the library's goal of serving the educational, cultural, and civic needs of the Lincolnwood community, may use library meeting room space subject to these policies, procedures, and requirements:

1. **Meeting Room Space:** The library's **Roehri Room**, which seats up to 125 people in a theater arrangement is available for public meetings and programs. All other meeting room space is reserved for library and library-related meetings, programs, and other activities.
2. **Priorities:** Although it is made available for public meetings and programs, the primary purpose of the **Roehri Room** is to meet the operational needs of the library and library-related organizations like the *Friends of the Library*. Activities sponsored or co-sponsored by the library or a library-related organization have priority.
3. **Application and Approval Process:** Organizations wishing to use the **Roehri Room** must complete and submit an "**Application for Authorization to Use the Library's Roehri Room**" form (see attached) to the *Head of Community Relations/Administrative Services* or the *Library Director*. There will be a mandatory four-week waiting period before an organization's initial application is approved. This will enable the *Head of Community Relations/Administrative Services* and *Library Director* to review the application carefully, obtain any needed additional information about the organization, and, if necessary, seek the advice and counsel of the *Library Board*. However, after consultation, the *Library Director* and the *Library Board President*, acting jointly, may waive the four-week waiting period for one event requested by the applicant if, in their judgment, all other requirements of this policy statement have been fully met and complied with. Any request seeking such a waiver must be submitted in writing and must detail the reasons for the waiver. If a request for waiver is denied, the applicant shall be notified in writing of the reasons for the denial.

Organizations must update and renew their applications at least every two years, but may be required by the *Library Director* to do so at any time.

Application for authorization to use the *Roehri Room* must be made by an active member of the organization who is both a Lincolnwood Public Library card-holder and at least eighteen (18) years old. This individual will be the **primary liaison** between the organization and the library with respect to reserving and using the *Roehri Room*. The organization must also designate an **alternate liaison**, another Lincolnwood Public Library card-holder at least eighteen (18) years, old with whom the library can work when the primary liaison is unavailable.

4. **Reservations:** Once an organization's application has been approved by the *Library Director* and the four-week waiting period has passed, the **Roehri Room** can be reserved and used. All reservation requests must be submitted to the *Library Administration Office* in writing on a "**Roehri Room Reservation Request**" form (see attached) at least fourteen (14) days before the proposed meeting or event. The form must be signed by the organization's primary or alternate liaison and approved by the *Head of Community Relations/Administrative Services* or the *Library Director* before the meeting room is considered to be reserved.

The **Roehri Room** may be reserved up to three (3) months in advance **providing the library's programs and events calendar for the period of time in question has been completed**. No organization may meet in the library more than four (4) times per calendar year without the explicit approval of the *Library Board*.

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5. **Hours:** Meetings shall be held during regular library hours and the room cleared at least ten (10) minutes before closing time. Special arrangements must be made with the *Head of Community Relations/Administrative Services* in order to hold a Saturday meeting or activity. These arrangements may involve additional staff hours for which the organization must agree to pay. The Roehri Room is not available for use by non-library related organizations on Sundays.

6. **Access to Meetings and Functions:** All meetings and functions must be open to the general public except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act. The library will not charge for use of the **Roehri Room** *per se*. (As indicated elsewhere in this policy statement, charges are assessed for use of the library's kitchen and library equipment.) No organization may charge admission to those who attend a meeting or function. An organization may, however, ask its membership for contributions to help defray expenses directly related to a particular program held in the library, provided such contributions are neither collected in the library nor solicited, directly or indirectly, from the general public as a price of admission.

Activities held in the library are subject to the requirements of the **Americans with Disabilities Act (ADA)**. Organizations must comply with applicable **ADA** requirements when using the Roehri Room and are responsible for providing, and if necessary paying for, qualified interpreters or auxiliary aids requested in order to accommodate any person(s) in accordance with such requirements. Individuals or groups requesting accommodation must inform the library administration in writing at least seven (7) days in advance of a meeting or program.

7. **Information about Meetings and Organizations:** Once a meeting or activity has been approved, public notice will be posted by staff in a designated area of the library. Notice must be posted at least three (3) working days prior to the meeting. The notice will include: the date and time of the meeting; the name of the organization; the nature and purpose of the meeting; and the names and phone numbers of the organization's **primary** and **alternate liaisons**.

Completed "**Application for Authorization to Use the Library's Roehri Room**" and "**Roehri Room Reservation Request**" forms are public records and will be made available to the public or press upon written request.

8. **Set-up and Clean-up:** Organizations must provide their own support for the set-up of the **Roehri Room** and for reasonable clean-up after a meeting or event. Library staff will not be made available to provide support services such as carrying equipment or materials into or around the library, operating projectors and other equipment, and making coffee or photocopies. (If such assistance is required, it must be pre-arranged with the *Head of Community Relations-Library Programs Coordinator*, and the organization must agree to reimburse the library for the staff time required.) Organizations must bring their own supplies and refreshments. Equipment, supplies, and the personal effects of an organization or any of its members may not be left or stored in the library from meeting to meeting.

9. **Library Equipment:** Organizations must provide their own projectors and other audio-visual equipment. The built-in, retractable projection screen in the **Roehri Room** may be used provided this is pre-arranged with the *Head of Community Relations-Library Programs Coordinator*.

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10. **Behavior:** Organizations that meet in the library, as well as the individuals who attend their meetings, must comply with the policies, rules, and regulations outlined in the *Library Board's* statement of ***Policies Governing Behavior in the Library***, copies of which are available at all service desks, from the Library Administration Office, and on the library's Website.
11. **Food and Other Refreshments and Use of Library Kitchen:** The serving of refreshments and/or use of the **Roehri Room** kitchen at a meeting or other activity must be approved in advance as part of the formal reservation process. The charge for using the kitchen is \$50.00 per meeting or function. Payment of this fee permits the organization to use the kitchen itself, a library coffee pot, and appliances such as the stove and microwave oven. It does not permit the use of utensils, dishes, and supplies that are kept in the kitchen. At the discretion of the *Head of Community Relations/Administrative Services* a refundable cash deposit of \$50.00 may be required for **any** meeting or activity where refreshments are served. If the premises are damaged in any way, or not cleaned to their original condition, a charge may be assessed to compensate the library for repairs or cleaning.

Refreshments may not be taken from the meeting room to other areas of the library. Alcoholic beverages, smoking, and other use of tobacco products are not permitted in the library.

12. **Responsibility:** An organization's **primary** and **alternate liaisons**, as well as the organization itself, shall be held responsible for damage to library property. It is preferred that at least one liaison will attend each meeting and will assume responsibility for coordinating an organization's activities and regulating its behavior in the library. One liaison must attend and assume direct responsibility for any function at which there are participants under the age of eighteen (18).
13. **Prohibited Uses and Activities:** The meeting room must be used for the purpose described in—and by the organization whose name appears on—the completed and approved reservation request form. **An organization may not use the room for any of the following activities:**
- To promote or advertise, directly or indirectly, a commercial product or service (*The only exception to this prohibition is for **Music Recital Rentals** as described in section 16 below*);
  - To hold activities or disseminate materials urging support of or opposition to candidates for office in a particular election, or to issues on the ballot;
  - To hold activities or disseminate materials that a reasonable person would deem to be an endorsement of religion or religious belief by the library or that urges support of or opposition to any religion or religious belief; or
  - To hold activities or disseminate materials that are obscene, defamatory, invade an individual's privacy, or directly incite violence.

Materials or equipment that, in the judgment of the Library Director, may be potentially dangerous to library users, staff, or property may not be brought into any area of the building.

Use of the **Roehri Room** for individual or group study is prohibited. The room may not be used for tutoring services of any kind unless such services are part of a library-sponsored program or activity. Arbitration or mediation sessions may not be conducted in the library unless the matters in dispute involve the library itself or a library-related organization.

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14. **Solicitations, Sales, and Promotions:** Except as provided for below, organizations may neither solicit nor collect donations in the library or on library property.

Library-related organizations such as the *Friends of the Library* may have special sales or promotions in the library. Any similar activity by another organization is prohibited unless specifically authorized by the Library Board in a public meeting.

15. **Sponsorship or Endorsement:** Use of library meeting room space by an organization does not constitute library sponsorship of the organization or endorsement of its activities. Advertisements or announcements by the organization that, directly or indirectly, imply otherwise shall not be permitted. In order to avoid confusion and misunderstanding, the library requests that proposed advertisements and announcements about an event be submitted to the *Head of Community Relations/Administrative Services* or the *Library Director* for prior review. The library, itself, will not publicize such events.
16. **Music Recital Rentals:** The **Roehri Room** may be rented for student music recitals. Although such recitals may serve to indirectly "*promote or advertise...a commercial product or service*" (i.e., a music teacher's services), the Library Board believes that their potential value in helping to meet both the educational and the cultural needs of the community should override this concern. Rental fees, which the Library Board will review at least biennially, shall be reasonable but at least minimally comparable to those charged by other venues that rent space for student recitals. The current fee is listed in a supplementary handout. Unless stipulated otherwise in this section or in the supplementary handout, all provisions and requirements contained elsewhere in this policy statement also apply to music recital rentals.
17. **Non-Compliance:** The *Library Director* shall rescind the meeting room privileges of any organization that fails to comply with the policies procedures, and requirements outlined in this policy statement.
18. **Appeal Process:** Decisions by the *Library Director* to reject an organization's "***Application for Authorization to Use the Library's Roehri Room,***" or to rescind an organization's meeting room privileges, may be appealed. Any such appeal must be made in writing to the *Library Board* no more than fourteen (14) days after formal notice of the *Library Director's* decision is received. After a written appeal is received, the *Board President* will appoint a committee of library trustees to review the matter. The committee will present its recommendation to the Board within sixty (60) days, and the Board will make a determination about the appeal at its next regular meeting. The appellant will be informed of the Board's decision within seven (7) days of that meeting.
19. **Situations Not Covered:** Any situation not specifically covered in this statement of policy will be resolved by the *Library Director* and shall be subsequently reviewed by the *Library Board*.

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**SUPPLEMENTARY HANDOUT REGARDING RECITAL FEES  
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1 - 2 hours = \$100

3-4 hours - \$200

Limit of 4 hours