

Meeting and Study Room Policy

I. Purpose

- A. The purpose of this policy is to provide guidelines for public use of meeting and study room space.
- B. Rooms are available on an equitable basis to individuals and community groups regardless of the beliefs or affiliations of the group. The library will reasonably accommodate all people, regardless of age, sex, race, religion, national origin, disability, or other protected status.
- C. Permission to use the meeting and study rooms does not constitute endorsement of any organization, program, or event using the room, nor any goods or services offered or discussed. The library makes no representation regarding the accuracy of the information presented and assumes no responsibility or liability for the quality, safety, or legality of any goods, services, or activities associated with such meetings.

II. Rules and Guidelines

- A. Meetings, programs, and events may not be used to conduct illegal activities, disturb or disrupt library operations, endanger the library facility or collection, or otherwise interfere with the functions of the library.
- B. Meeting and study room uses, events, or other activities which, by their nature, may be disruptive to normal library operation or are contrary to the library's mission are prohibited unless approved by the library in advance of the reservation.
- C. Meeting and study rooms may not be used for the sale or promotion of commercial products or services, including informational or educational programs intended primarily to solicit sales, with the exception of library-sponsored programs and author book signings.
- D. Meeting and study rooms may not be used for social gatherings such as private parties, birthdays, receptions, reunions, showers, or similar events.
- E. Meeting and study rooms may not be used for political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
- F. Meeting and study rooms may not be used for religious worship services.
- G. In accordance with the Americans with Disabilities Act (ADA), any special accommodations required must be requested in advance and will be the responsibility of the sponsoring group or organization to provide.
- H. Excessive noise or use of hazardous materials is prohibited and may result in a request to leave the library.
- I. Room capacity for each room is strictly limited to the posted number.
- J. Food and Drink
 - 1. In Meeting Rooms: Light refreshments, such as coffee, tea, water, cookies, or small snacks, may be served. Alcoholic beverages are not permitted. Rooms may not be used for luncheons, dinners, banquets, parties, or similar events.
 - 2. In Study Rooms: Covered, non-alcoholic beverages and small snacks are allowed.
- K. Users are responsible for leaving the room in a clean and orderly condition.
- L. The library will not store equipment or supplies.
- M. Items left unattended in a study room for more than ten (10) minutes, or when a reservation has ended, are subject to removal by library staff.

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- N. No group or individual may use the library as a mailing address or include the library's phone number or logo on any publicity materials. Publicity must not state or imply that the library is sponsoring, endorsing, or partnering on the program, nor that staff will provide information or assistance related to it. Staff are not responsible for handling registrations, answering questions, or taking messages for non-library events. All publicity and announcements must include the following disclaimer, "Use of the library meeting room does not constitute endorsement or approval of the organization, this program, or its content by the Mount Prospect Public Library.
- O. Users are responsible for being familiar with and able to operate the library's audio-visual equipment without staff assistance. Presenters may bring presentations on removable media or access them online.
- P. In meeting rooms, groups including members under 18 years of age must have an adult sponsor present. The required ratio is one adult for every ten children.
- Q. Any groups planning to show a film or documentary must provide the library with proof that they have obtained the public performance rights.
- R. The library reserves the right to deny permission to use the meeting or study rooms to any group or individual that behaves disorderly, repeatedly cancels or no-shows, or violates these guidelines. Failure to comply with these rules may result in cancellation of the current reservation and/or denial of future reservations.

III. Reservations

A. Meeting Room Reservations

- 1. Rooms are available from opening to thirty (30) minutes before closing and all meetings shall be held during stated available hours.
- 2. The authorized representative requesting a room and completing the required forms and agreement must be at least 18 years old, have a Mount Prospect Public Library card in good standing, and be present in the room during the reserved time.
- 3. Reservations for meeting rooms can be made up to three (3) months in advance and at least two (2) days prior to the desired date. Only one (1) reservation per month by the same group is allowed.
- 4. The library reserves the right to change or cancel meeting room reservations. The library will provide as much notice as possible prior to any changes or cancellations.
- 5. The library requests at least 24 hours' advance notice for cancellations by the reserver. Failure to do so may result in loss of future meeting room use. Any changes in room set-up must be made at least 24 hours in advance of the reservation.

B. Study Room Reservations

- 1. Individuals who live, work, or attend school in Mount Prospect may make advance reservations. ID may be requested for verification.
- 2. Study rooms have a time limit of up to two (2) hours per day per patron or per group. Reservations for study rooms may be made up to one week in advance.
- 3. Rooms are subject to minimum and maximum group size limits.
- 4. Rooms may be subject to age restrictions.
- 5. Reservations are held for fifteen (15) minutes.
- 6. For the Youth department study rooms, priority will be given to children and adults working with children. Adults without children may be allowed to use the rooms if all the adult study rooms are full.
- 7. Study rooms are available on a first-come first-served, walk-in basis for individuals who do not live, work, or attend school in Mount Prospect.

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IV. Security, Damages, and Liability

- A. All individuals and groups shall indemnify, defend, and hold harmless the library, its officers, agents, and employees from and against any and all claims, suits, actions of any kind relating to injuries or damage arising from any act or omission of the individual, group, or organization's use of the rooms.
- B. Any individual or group using library rooms shall be held responsible for damage to the building, grounds, collections, or equipment caused by the group, its members, or those attending its meeting.
- C. Use and approval of library rooms not described here will be determined by the Executive Director or designee.

Revision History

11/20/2025, 09/21/2023, 02/18/2021, 07/31/2019, 04/2018, 09/2017, 01/01/2016, 10/2014, 09/19/2013, 05/2013, 02/08/2012, 08/2010, 01/2010, 10/08/2009, 09/15/2005, 10/21/2004, 01/1997, 01/1996, 03/1994, 02/1993, 1980 Policies, 10/12/1978, 11/11/1976