

Board Room and Community Room Meeting Reservations

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~~Amended January 10, 2023~~ Amended July 10, 2024

Board Room and Community Meeting Room Policy

The Rolling Meadows Library has two meeting rooms available to support the Library's mission. When not in use for Library activities, these rooms may be made available for use for meetings of Rolling Meadows community groups and organizations whose aims are for educational, cultural, or civic purposes and not for profit.

Availability and Use

The Board Room and Community Room may be reserved by Rolling Meadows Library cardholders for not-for-profit use only.

Because the Library's Board Room and Community Room constitute a limited resource and demand for their use is high, priority for their use will be given in the following order:

1. Rolling Meadows Library meetings and programs
2. Friends of the Rolling Meadows Library meetings and programs
3. Not-for-profit organizations located in Rolling Meadows*
4. Not-for-profit organizations located outside the city of Rolling Meadows*

**A Rolling Meadows Library cardholder age 18+ must make the reservation and serve as the responsible party for the meeting. Proof of not-for-profit status may be required.*

Political activities that provide information to the community can be held in the Library meeting rooms.

- Town Hall Meetings: current elected officials for the wards in which Rolling Meadows is located may hold informational town hall meetings
- Candidate Forums: candidate forums in which all candidates are invited to attend and is sponsored by a non-partisan group (e.g. League of Women Voters)

The use of rooms for hosting private or social functions is prohibited.

Rooms Available

Community Room: Seats up to 100 people theater style. (Other setup styles may reduce the capacity of the room).

Board Room: Seats up to 12 around a large conference table. Six additional seats are available along the wall of the room.

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Fees and Equipment

Community Room	\$25
Board Room	\$10
Kitchenette	\$10
Grand Piano	\$50

The following equipment is free to use and available upon request

Projector with Kit	
Cart	
Microphone (Corded or Wireless)	
Lectern	
Music Stand	
White Board Markers	

Reservations

In order to reserve a meeting room, an application and check for the required fees must be submitted at least 30 days prior to the meeting. No rooms will be reserved until the application and all of the fees have been received. Groups will be booked in order of priority and then by the date the application and fees are submitted. Additions or changes to your reservation should be made at least 3 business days prior to the date of the meeting.

Reservations for the next calendar year will be taken on August 1 of the current calendar year. No individual or organization will be allowed to reserve either room more than once per month without prior approval by the Library Executive Director.

Food and Drink

The kitchenette must be reserved when any refreshments are served. Only light refreshments (beverages, cookies, cake, or snacks) are allowed. The kitchenette must be left clean. All equipment and supplies shall be provided by the user. A sink, refrigerator, and microwave are available for use. Food and/or drink are not permitted outside the Board Room or Community Room. Carry-outs may not be ordered for delivery to the Library. Alcoholic beverages are prohibited.

Technology

Wireless internet access is available. The Library is unable to set up virtual meetings for outside groups. If a group would like to meet virtually, it will need to bring its own equipment. The only equipment available for virtual meetings is a projector and kit. Troubleshooting is limited to the items provided by the Library.

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Grand Piano

A grand piano is available for use by organizations using the Community Room. The piano is kept in reasonably good tune by having a piano technician tune it several times each year. However, if an individual or organization requests a special tuning, the Library will attempt to have it tuned by the technician in time for the meeting and will charge the individual or organization making the request.

Cancellation of Meetings

The Library shall be notified as soon as possible if a cancellation becomes necessary. Any fees paid will be refunded only if the cancellation is made at least 48 hours in advance of the meeting. Failure to provide such notice may result in the denial or cancellation of future reservations and the forfeiture of fees already paid. The Library reserves the right to cancel or relocate meetings if necessary. If possible, the Library will provide notice of meeting room cancellations or relocations at least 30 days before the meeting.

All meetings will be held during regular Library hours. Meetings will not start sooner than 30 minutes after the Library opens and must end no later than 30 minutes prior to the Library's closing.

General Rules

1. **Programs and Meetings** - The Library makes a distinction between programs and meetings. Outside groups are permitted to have meetings. Programs are only permitted when Library sponsored. If an outside group wishes to host an educational program at the Library, an application may be submitted to the Library's Special Services Department for consideration.
2. **Free Access, No Admission Fees** - All meetings must be open to the general public. Groups may not block off windows or lock Board Room or Community Room doors. Library personnel must have free access to the Board Room and Community Room at all times. Fees may not be charged for admission.
3. **Not-For-Profit Use** - Use of the Board Room and Community Room is subject to all other Library policies including, but not limited to, Library policies dealing with canvassing, peddling, and soliciting. Sales and fundraising are not allowed on Library property or at meetings not sponsored by the Library.
4. **Endorsement by Library** - Use of the Board Room and Community Room does not constitute an endorsement by the Library of the beliefs or viewpoints expressed at such meetings. A disclaimer to this effect may be used by the Library in any form and at any time and place it deems necessary.

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5. **Publicity** - No organization or individual will publicize a meeting in any manner that suggests Library sponsorship or affiliation without prior written approval by the Library. The Library's telephone number will not appear on any promotional material concerning a meeting.
6. **Time, Place, and Manner Restrictions** - The Library regulates the time, place, and manner of all meetings and assures access to Library meeting rooms which is both subject and content neutral. The Library will not deny use of the Board Room or Community Room because some members of the community disagree with the views of the participants of the meeting.
7. **Interference with Library Operations** - Meetings which significantly interfere with library operations, such as those that produce excessive noise, a significant safety hazard, or a significant security risk, will not be permitted.
8. **Adult Supervision** - Groups composed of members under the age of 18 must have one adult sponsor in attendance at the meeting for each 25 persons. Babysitting service for children of persons attending meetings is not provided by the Rolling Meadows Library. Unattended children under seven years of age may not be sent to other areas of the Library during meetings.
9. **Storage Facilities** - The Library does not provide storage facilities to individuals or groups using the Board Room or Community Room.
10. **Animals** - Animals are not allowed in the Board Room or Community Room with the exception of service animals.
11. **Damage** - Damage to the Library or to Library furniture and/or equipment may result in a charge to the responsible party listed on the "Meeting Room Reservation Application" Form for replacement costs or repairs. If the Board Room, Community Room, or the kitchenette are not kept reasonably clean, a cleaning fee may be assessed. The cost of any damage will be determined by the Library Executive Director.

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

The Library Board of Trustees reserves the right to change any or all of the foregoing provisions without notice.