

# Meeting Rooms

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The meeting rooms at LaGrange Library are used primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, individuals and associations with educational, cultural, or civic purposes. The fact that a group is permitted to use the room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All meetings must be open to the public.

As long as events do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than 3 months in advance.

A Meeting Room Application should be submitted to the Library administration at least 3 weeks in advance of the scheduled event. An individual responsible for the event must complete and sign the application form. Cancellations or change of event dates or times must be cleared with the administrator of the library so the room may be made available to another group.

## General Rules of Use

1. Meeting rooms may not be used for religious worship services, commercial and/or for-profit purposes, including investment seminars, sales/service demonstrations, marketing of goods or services, etc. Sale of merchandise is strictly prohibited.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
3. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of its meeting rooms.
4. Individuals or groups using the meeting rooms shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
5. Attendance at authorized meetings may not exceed the maximum room capacity of 49 people for the Community Room and 19 people for the Conference Room.
6. No cooking may be done or food served without approval. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
7. There is no charge for use of the meeting rooms during the Library's regular hours of operation. Events must begin and end during Library hours. Meeting rooms must be vacated 15 minutes before the closing time of the Library.
8. Use of meeting rooms not during regular Library hours will require a non-refundable fee of \$25.00 per hour of occupancy for non-profit groups and \$50.00 per hour of occupancy for for-profit groups to be paid at the time of reservation and is contingent on staff being available to open and close the room before and after the program.
9. The meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
10. Meetings must be conducted in such a way as not to disturb library operations.

11. Use of audio-visual equipment must be arranged at time of reservation.
12. Library personnel will not move or arrange any equipment or furniture before, during, or after the program/meeting.
13. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
14. The individual applicant accepts liability for either damage to library facilities or loss of library property and shall be responsible for paying the cost of any damage or loss incurred by the Library by the actions of any member of the organization or group. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The individual, organization, or group will not be permitted to reserve a meeting room again until the costs of repairs or replacement of damaged items have been paid.
15. The Library assumes no responsibility or liability for accidents or injury.
16. The Library reserves the right to close due to adverse weather conditions and will attempt to contact the applicant.
17. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
18. Library personnel must have free access to the meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

Meeting Rooms policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees in the interests of the Library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

*Approved by the Board of Trustees May 8, 2008*

*Amended & Approved September 9, 2021*

*Amended & Approved November 11, 2021*