



# MEETING ROOM POLICY

## I. PURPOSE

The primary purpose of Skokie Public Library 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.

## II. ELIGIBILITY

Skokie Public Library meeting rooms may be reserved by any active Skokie Public Library cardholder, 18 years of age or older.

Meeting rooms are available to local government agencies, businesses, community groups, and non-profit organizations for the presentation and exchange of information and opinions on subjects of interest to the Skokie community.

Meeting rooms are available free of charge on an equitable basis, regardless of the beliefs of the groups requesting their use. Permission to use library meeting rooms does not constitute in any way an endorsement by the library of an organization or its activities, or the viewpoints expressed by the participants in any meeting.

## III. APPROPRIATE LIBRARY USE

Groups wishing to use the library's meeting rooms must comply with the library's procedures and policies, including the Appropriate Library Use Policy. Individuals and groups using the library are to conduct themselves in an appropriate manner in keeping with the library's vision and mission. We expect everyone to treat all people and property with respect. The library reserves the right to determine whether any person is in violation of this policy and to require that person to leave the library. Serious or repeated misconduct may lead to restrictions including loss of library privileges for a period determined by library staff, and/or to appropriate legal action. The library reserves the right to decline meeting room requests that do not align with its policies.

## IV. ADDITIONAL RULES AND REGULATIONS

1. Library meeting rooms are intended for use by groups and not for individual use. Individuals may reserve a library study room for that purpose. Any person reserving a meeting room on behalf of a group must have their own active Skokie Public Library card.
2. Any individual or group that reserves the use of a meeting room must assume legal responsibility for all related event activities in the library. An individual must complete the application and agreement and must ensure compliance with all of the rules and regulations described in this policy. Any individual or group that violates this policy may be excluded from access to the library's meeting rooms.
3. The library is not responsible for any accidents that may occur on library property to individuals attending meetings held in meeting rooms reserved by an outside group. Meeting room users will be held responsible for any accidents that occur and for any damage to the library's buildings, grounds, or equipment due to negligence or misconduct.
4. Whenever possible, meetings should be open to the public and attendance should not be restricted.
5. All users must comply with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format when requested.
6. Meetings or events of a primarily commercial nature are not permitted. The sale, advertising, solicitation, or promotions of products or services are not permitted.
7. Fundraising or donation solicitations; as well as entry and participation fees, are not permitted.
8. Meeting rooms are not available for primarily private social functions (e.g., birthday parties).
9. The library reserves the right to cancel any meeting room reservations for any reason.

The Library Director is authorized to establish reasonable regulations governing the use of meeting rooms. Any exceptions to the rules and regulations outlined in this policy need to be approved by the Library Director or their designee.

*Adopted by the Skokie Public Library Board of Trustees, February 13, 1974;  
Revised January 10, 1979; April 8, 1981; December 11, 1985; April 8, 1998; May 9,  
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