

## **5. Library Services**

### **5.1 Library Meeting Room**

The Downers Grove Public Library provides a Meeting Room that is available for two purposes.

Community Users may use the room, which the Library designates as a Limited Public Forum, for the presentation of programs and the organization of meetings that inform, educate, or entertain members of the community.

The Library and its Affiliates and Partners may use the room for the presentation of programs and organization of meetings that advance the Library's Mission and Vision, with a Focus on Library initiatives and priorities.

#### **5.1.1 Meeting Room Use by Community Users**

Purpose: Presentation of programs and organization of meetings that inform, educate, or entertain members of the community, in the legal and practical context of a limited public forum.

Community Users:

- Downers Grove Public Library cardholders over 18 years of age
- Groups that include Downers Grove Public Library cardholders over 18 years of age

Inclusions: Educational, cultural, recreational, informational, religious, political, commercial, or other programs or meetings of interest to members of the community. The Library will not regulate the content of programs or meetings, but it may regulate activities in a public forum under the traditional rubrics of time, place, and manner.

Exclusions: Private social gatherings, activities that disrupt the normal operations of the Library or involve a threat to public safety, and activities of individuals or groups that have previously failed to observe Library Meeting Room Policy or operational requirements.

Public participation: As activities in a limited public forum, all Meeting Room use by community users must be open to all members of the public without charge.

Endorsement: Presentation of a program or holding of a meeting does not constitute Library endorsement of the views of the persons holding the meeting, program speakers, or other participants.

Priority: Community use must be scheduled in advance, in accordance with procedures set forth by the Library. Each year beginning on June 1, community users may make advance reservations for the 12-month period beginning September 1. A community

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user may reserve the Meeting Room no more than two times per month for that 12-month period. Reservations will be accepted on a first-come, first-served basis. The time of completion of the Meeting Room application and payment of applicable fees will determine priority among community users.

Hours: Community use of the Meeting Room will be limited to the Library's normal hours of operation.

Fees, sales, registration, attendance limits: Community users must make their programs and meetings open to all members of the public without charge. They may not charge admission fees or sell or promote the sale of merchandise. Advance registration may be offered, so long as it is made available to all members of the public on an equal basis. Attendance limits may be set, based on the safe capacity of the room with the furniture and equipment provided for the event.

Food and drink: Community users may serve refreshments that do not require on-site preparation, but not dinners or catered meals. Pizza, prepared sandwiches, and other similar refreshments may be served. Community users may serve only non-alcoholic beverages.

Liability: Community users are responsible for loss or damage to persons or property of individuals attending their meetings or programs. Community users are responsible for any damage to the Library building or equipment resulting from negligence or willful misconduct.

Americans with Disabilities Act: The Library Meeting Room is physically accessible to people with disabilities. Upon advance request, community users must provide sign language interpretation or other forms of special accommodation.

Logistics: Library staff will set up furniture and equipment as requested by the community user at the time the room is reserved. Community users will be responsible for cleanup at the conclusion of a program or meeting. The Library may charge an additional fee to a user who does not perform this responsibility. The Library will not provide staff to operate projection or other audiovisual equipment.

Publicity: Publicity is the responsibility of the community user. The community user may announce the Library as the location of an event, but it may not indicate Library endorsement or sponsorship. The Library will include activities of community users in its calendar listings and daily announcements, but it will not provide any other publicity for a community user's program or meeting.

Fees: The Library may require the payment of fees for meeting room use by community users.

### **5.1.2 Meeting Room Use by the Library and Its Affiliates and Partners**

Purpose: Presentation of programs and organization of meetings that advance the Library's Mission and Vision, with a focus on Library initiatives and priorities.

Users:

- Downers Grove Public Library
- Affiliates
  - Downers Grove Public Library Foundation
  - Friends of the Library of Downers Grove
- Other Partners such as local government, schools, and other service or civic organizations with which the Downers Grove Public Library may collaborate for joint presentation of programs or organization of meetings.

Inclusions: Any activity that the Library or its affiliate determines to be of interest to the community.

Exclusions: Any activity that disrupts the normal operations of the Library or threatens public safety.

Public participation: Programs and meetings intended for general community benefit will be open to the public. Library Board meetings and other meetings covered by the Illinois Open Meetings Act will be open to the public. Library staff meetings, meetings of boards and committees of affiliates, and other internal meetings will not be open to the public.

Endorsement: Presentation of a program or holding of a meeting does not constitute Library endorsement of the views of speakers or other participants.

Priority: The Library and its affiliates will have priority in the scheduling of programs and meetings. If the Library finds it necessary to schedule a meeting or program at a time previously reserved by a community user, it will assist the community user in arranging an alternate location or time.

Hours: The Library and its affiliates may schedule programs or meetings at any time.

Fees, sales, registration, attendance limits: The Library and its affiliates may charge admission fees, sell merchandise, require advance registration, or limit the number of persons attending.

Food and drink: The Library and its affiliates may serve refreshments or provide other food, including catered meals. The Library and its affiliates may serve beverages, including alcoholic beverages, subject to appropriate legal, regulatory, insurance, and safety provisions.

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Liability: Programs and meetings of the Library and its affiliates are subject to the same limitations of liability for loss or damage to persons or property as all other Library activities.

Americans with Disabilities Act: The Library Meeting Room is physically accessible to people with disabilities. Sign language interpretation and other forms of special accommodation will be supplied, subject to reasonable advance arrangement.

Logistics: Library staff will provide set-up, clean-up, and other logistical support as needed.

Publicity: The Library and its affiliates may publicize programs or meetings, using all normal means.

Fees: The Library will not impose fees for Meeting Room use upon its affiliates or partners.