

**Winnetka-Northfield**  
PUBLIC LIBRARY DISTRICT

## **Meeting Room Policy**

The Winnetka-Northfield Public Library District provides public meeting space to support the mission of being a community resource for the advancement of knowledge and cultural enrichment. While the primary use of our meeting rooms is for Library activities and functions, meeting rooms are available to community members for educational, informational, cultural, and civic purposes when not in use by the Library by patrons with a valid library card.

### **Availability & Use**

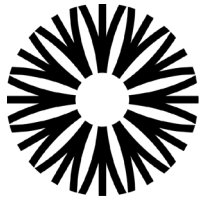
Priority for any meeting room is assigned as follows:

- Library-sponsored programs and activities including functions of Winnetka-Northfield Public Library District;
- Educational, informational, cultural, and civic programs sponsored or co-sponsored by the Library and related to its mission, collections, and services;
- Meetings of other organizations, such as the Rotary or Chamber of Commerce, of which the library is a member and active partner;
- Meetings of organizations whose purposes are educational, cultural, or civic in nature and/or classified as a not-for-profit 501(c)(3);
- Businesses and other groups within the district boundaries in need of space to conduct a meeting or seminar consistent with the Library's mission.

### **Limitations**

The Library's meeting rooms are not available for uses, events, or activities which are contrary to the Library's mission. Examples of uses and/or activities meeting rooms may not be used for include but are not limited to:

1. Uses, events, or other activities which, by their nature, may be disruptive to normal Library operations unless approved in advance by the Library Director.
2. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
3. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval from the Library Director.
4. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
5. Religious worship services, ceremonies, or prayer services.
6. Commercial and for-profit purposes e.g. programs or events (including but not limited to workshops or seminars) held by for-profit organizations involving the sale, advertising, solicitation, or promotion of commercial products or services.
7. Any use or activity that is in violation of local, state, or federal law.



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### **General Rules**

- A Meeting Room Waiver must be completed for each reservation. In the event of a recurring reservation, one waiver must be filled out per year & kept on file at the library. The signer must be 18 or older and willing to assume responsibility for any fees or damages.
- Meetings may begin no earlier than 30 minutes after the Library opens and must end no later than 15 minutes before the Library closes. The Library Director may approve exceptions.
- All meetings must be open to the public free of charge. Donations or fees may not be solicited as a condition of attendance.
- The Library reserves the right to observe all meetings conducted on the premises to ensure compliance with library regulations and policies.
- The Library reserves the right to request copies of any materials a group is planning to distribute while using the room to ensure compliance with this policy. Failure to provide this information, if requested, may result in cancellation of the room reservation.
- All users of the rooms are expected to comply with the District's Patron Behavior Policy.

### **Room Etiquette**

- Activities taking place in the meeting rooms must be contained within the rooms and must not create safety hazards nor interfere with normal library operations or other patrons' use of the library.
- People or groups using the rooms are responsible for their set up and clean-up. If assistance is required with the library's equipment, it must be indicated on the Meeting Room Application form.
- Groups may serve simple food items and beverages. No alcohol may be served and smoking or vaping are prohibited.

### **Reservations**

- Rooms may be reserved for by those 18 years of age and older.
- Rooms may be reserved for up to four hours up to two times per month.
- Attendance in any meeting room is limited to occupancy limits established the Fire Marshall.
- Any person or group wishing to use a meeting room must complete a meeting room application no more than 60 days in advance of their requested meeting date.
- The person reserving the room needs to check in at the front desk 15 minutes prior to the room reservation and must be present for the duration of the event.
- No reservation holder may transfer a reservation to another patron.
- The Library reserves the right to change or cancel a reservation as well as to reassign a meeting to another room if circumstances necessitate.



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**Endorsement**

The library is not responsible for the content of the meetings held at their facility. Use of the meeting rooms does not constitute library endorsement of the philosophies, practices, or viewpoints of the meeting participants. The library’s phone number must not be listed on any publicity materials and staff must not be expected to answer any questions about meetings held in our rooms. In addition, the following disclaimer must be included in all written or electronic publicity materials:

*“The Winnetka-Northfield Public Library District provides meeting space as a community service. The library neither sponsors nor endorses this event nor the presenting individual(s) or organization(s).”*

**Rooms and Equipment**

**Winnetka Lloyd Room**

Max Capacity: 37

Equipment Available

- Projector & screen
- Tables and chairs
- Laptop
- Whiteboard, eraser, & markers
- Hearing loop
- Speaker system with microphone
- Patio access

**Winnetka Community Room**

Max Capacity: 29

Equipment Available

- Tables and chairs
- Laptop
- TV screen & projector
- Microphone
- Table-top podium

**Northfield Community Room**

Max Capacity: 40

Equipment Available:

- TV screen & projector
- Tables and chairs
- Laptop
- Table-top podium

**Indemnification**

For and in consideration of the use of the meeting rooms and Library facilities, any person of group using them agrees to indemnify and hold harmless the Winnetka-Northfield Public Library District from any and all actions or suits relating to its use of such rooms and facilities.