

Section II: Service Policies

TITLE: Meeting Room Policy

ADOPTED: April 14, 2008

REVISED: September 9, 2013

Purpose: Lake Villa District Library Meeting Rooms are a community resource and an extension of library service to the patrons of the Library District. They house many cultural, educational and entertainment programs for library patrons and when available, serves as meeting rooms for local organizations.

Statement of Policy/Principles

1. Priority for meeting room use is given to library sponsored programs. LVDL meeting rooms are available to groups, organizations and individuals according to the regulations of this policy when not otherwise used by either LVDL or affiliated library organizations (such as the Friends of the Library).
2. In allowing public use of the meeting rooms neither LVDL nor its Board of Trustees endorses any position expressed by any group using the rooms.
3. Any organization or group using the meeting room shall indemnify and hold harmless LVDL for any and all accidents which may be sustained on the premises resulting from the negligence of the group using the meeting room.
4. Use of LVDL meeting rooms may not disrupt or conflict with normal library operations or services. On this basis, requests for use may be denied or meeting room privileges suspended. The meeting rooms may not be used for private parties such as showers, receptions, birthday parties, etc.
5. Meeting room reservations may only be made by current LVDL card holders. The person making the reservation will be responsible for any damage or set-up fee.
6. Fees for admission or participation may not be charged for activities held in the meeting rooms except in the instance of tuition by established educational institutions and/or nominal fees by non-commercial organizations to recover costs. This information must be revealed on the application form.
7. Meeting rooms are not available for commercial use and all meetings and programs must be open to the general public, except as provided in Statement 8 below. Workshops or seminars on financial, estate, or retirement planning and related topics will be considered "for profit" ventures and, therefore, sponsoring groups or individuals will not be permitted to use LVDL meeting rooms. Programs involving the sale, advertising or promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited.
8. Businesses located within LVDL district or belonging to the Lindenhurst/Lake Villa Chamber of Commerce needing meeting room space for non-sales purposes are allowed use during weekdays, from 9:15 until 5, though a charge will apply. Such meetings may be closed to the general public.

Meeting Room Use Rules

1. Publicity is the responsibility of the group booking the meeting rooms. The group must provide and produce its own publicity. Publicity may not imply that the LVDL is in any manner connected with the meeting except for providing meeting space.
2. All groups using the meeting room must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters or auxiliary aids upon request.
3. A group representative must check in at the Reference Desk before the meeting begins and after the meeting concludes.
4. Organizations meeting in the library may not use LVDL mailing address or the LVDL telephone number to conduct business.
5. Meetings must be orderly and the room returned to its original condition or the group will be charged a minimum \$50.00 cleaning and/or repair fee.
6. LVDL's Unattended Children Policy applies to people who use the meeting room. A group must make provisions for childcare elsewhere if the children will not be part of the program and are under age 10. Children under age 10 attending the program must remain in the meeting room unless accompanied by a responsible adult.
7. Meeting room setup or changes will be done by LVDL staff with sufficient advance notification. Chair/table arrangements and equipment requests should be made at the time of application.
8. Refreshments may only be served in the meeting rooms. Cooking is prohibited. Leftover food must be removed. Refreshments are not allowed in the conference room.
9. Smoking and consumption of alcohol is prohibited.
10. LVDL staff will not relay messages to people attending meetings except in emergencies.
11. Participants must vacate the building when LVDL closes. Should a group incur any extension of time beyond the closing hour there will be a charge of \$50.00 per hour or portion thereof.
12. Failure to abide by these rules may result in suspension of meeting room privileges.

Priorities for Scheduling

1. LVDL-sponsored meetings or programs.
2. LVDL-related meetings or programs (such as by the Friends or Foundation of the Library).
3. Educational, cultural, or civic meetings or programs of organizations serving the Library District.
4. Business uses for non-sales purposes.
5. Other meetings which in the opinion of the Library Director are appropriate to LVDL and which follow library board guidelines.

Facilities Available

Meeting Room -- capacity 100. (It can be divided into two rooms that seat 40-A and 60-B.) The rooms may be booked simultaneously. The larger portion of the room has a countertop and sink. Refreshments may be served in either meeting room.

Conference Room -- capacity 12. Refreshments may not be served.

All rooms are handicapped accessible.

All rooms have Wi-Fi availability.

Equipment Available

A group may provide its own equipment or use the library's meeting room equipment. Users may be responsible for damage to Library equipment. A list of library-owned meeting room equipment is provided on the meeting room application form. The group is responsible for providing a knowledgeable operator for the equipment it plans to use. The library is not responsible for damage to DVDs, videos, etc., when played on library-owned equipment. Rooms are also equipped with motorized projection screens and magnetic dry-erase boards.

Hours Available

Meetings may be scheduled:

Monday through Thursday between 9:15 a.m. and 8:45 p.m.

Friday between 9:15 a.m. and 5:45 p.m.

Saturday between 9:15 a.m. and 4:45 p.m.

Sunday between 1:15 p.m. and 4:45 p.m.

Reservations

1. Applications are available from the Adult Reference Desk or may be downloaded from the library website – www.lvdl.org.
2. Applications must be made by individuals holding a valid LVDL card or by a member of a group that includes a valid LVDL card holder. The LVDL card holder's name and card number must be on the application. LVDL card holder is responsible for all fees incurred.
3. Applications must be made by individuals 18 years of age or older.
4. Meeting room reservations should be made at least two weeks in advance of the meeting date and cannot be reserved more than **six** months in advance of a specific date. Thursdays can only be booked a maximum of one month in advance. No group may reserve the meeting room for more than eight hours in any two-week period.
5. The completed and signed application must be returned either in person, by mail, email or by fax (847-265-9595) to LVDL. Send e-mail applications (with attached, signed PDF of application form) to meetingrooms@lvdl.org. Bookings are done on a first-come, first-served basis as received by staff members.
6. Reservations will be confirmed via email upon receipt of the signed application and payment of any applicable fees.

Cancellations

1. The library should be notified at least one day in advance of cancellations. Fees will not be refunded if timely notification is not given. Failure to give the LVDL notification of a cancellation may prevent future scheduling of rooms by that group.
2. Three cancellations in a six-month time period may lead to loss of scheduling privileges of reserving a meeting room at LVDL.

Fees/Setup Charges

1. Clean up/repair fee minimum - \$50.
2. Business meeting room use of non-sale purposes - \$50.
3. Time extension past library closing is charged at \$50 per hour or any portion thereof.
4. Special room set-up fee - \$20.



Application for Meeting Room or Conference Room Use

*Applications can be completed online at www.lvdl.org/reserve-room

No later than 6 months in advance of today's date.

Date of Reservation: _____

Time (Start): _____ Rooms available: Mon.–Thu. | 9:15am–8:45pm

Fri. | 9:15am–5:45pm

Time (End): _____ Sat. | 9:15am–4:45pm

Sun. | 1:15pm–4:45pm

Which room would you like?

- _____ Room A (40 people)
- _____ Room B (60 people, counter and sink)
- _____ Room A & B (100 people, counter and sink)
- _____ Conference Room (12 people, no food please)
- _____ Room D (10 people, no food please)

Lake Villa District Library Card Number: _____

Anticipated Attendance: _____

Name of Organization: _____

Purpose of Meeting: _____

Contact Person: _____

Phone Number: (____) _____ - _____

Email: _____

Check the boxes if you need any of the following

- Computer Projector DVD Player Podium

Special Set Up: **There is a \$20 fee for special set-up.** In rooms A and B, our standard set up is theater style (a table or podium at the front facing rows of chairs). If you'd like a different set up, please select one from the back of this paper.

I have read and agree to abide by the Statement of Policy and Principles and the Meeting Room Use Rules. I agree to use the room only for the purpose stated in this application. I and/or the organization I represent indemnify and hold harmless the Lake Villa District Library for any and all accidents which may be sustained on the premises resulting from the negligence of the group using the meeting room.

Signed: _____ Date: _____

Meeting Room Setup Options

X's represent a chair. Boxes represent a table

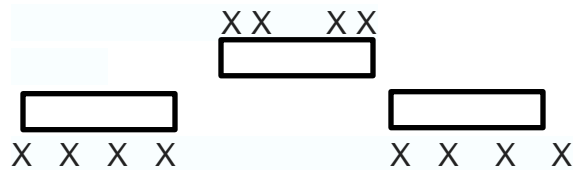
We have 10 tables and 100 chairs available. Drawings represent possible setups and not actual number of seats

Standard Configuration (Theater Style) – No additional charge

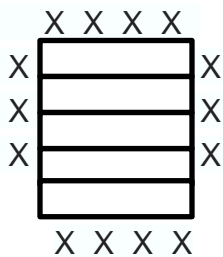


Special Set-Up Options: Requires a \$20 fee. Please circle your choice

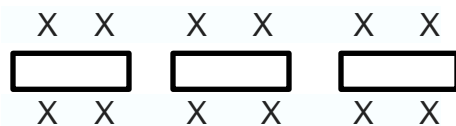
1. Lecture/Classroom



2. Closed Cube



3. Luncheon



4. Open Cube

