



Policy 3050: Meeting Rooms

Adopted: *January 25, 2006*

Reviewed/Revised: *April 27, 2011; September 19, 2012; February 25, 2015; August 22, 2018; December 4, 2019; January 26, 2022; October 26, 2022; January 22, 2025*

I. Purpose

The Algonquin Area Public Library District makes its meeting rooms available as “designated and limited forums” during Library hours only for civic, informational, cultural, governmental, and educational purposes. Library facilities may not be used in any way that is deemed contrary to supporting the Library’s mission. Library meeting room use does not constitute endorsement of any group’s policies, ideas, or viewpoints or the discussions those meetings may inspire but it provides the spaces and opportunities for those ideas and discussions.

II. Rules

Section II.01 Fees

Fees for meeting room use are non-refundable and non-transferable. A \$10.00 fee will be required for non-profit organizations and a \$25.00 fee will be required for profit organizations. The Library reserves the right to waive fees. Fees can be paid by cash, check, or credit card. A credit card can be used at the time an online reservation is made, but the card will not be charged until the reservation request is approved.

Section II.02 Use

Meeting room use priority will be given to Library-sponsored or related events.

Section II.03 Reservations

- a. Individuals and civic, cultural, governmental, or educational organizations, including local government agencies, organizations, and elected officials, are eligible to use the meeting space.
- b. All Reservations will be reviewed and approved to assure that all meetings comply with this policy and other Library policies.
- c. Individuals making reservations must be at least 18 years of age and have a current library card issued by the Algonquin Area Public Library District.
- d. Reservations for meeting room facilities can be done online or facilitated by phone or in person.
- e. Meeting room reservations must be made at least 72 hours in advance.
- f. Room reservation fees must be paid within 72 hours of making the reservation request or the request may be declined. The meeting room date and time is not reserved until payment is received.
- g. Reservations may be made in a 70-day time period (rolling forward from current date). All reservations are made on a first come-first served basis.



- h. Reservations will be considered with the information submitted. There is no guarantee that changes in group size, equipment requests, or technology needs can be accommodated once a reservation is approved.
- i. The Library reserves the right to cancel the reservation for any meeting because of Library priorities or to make the Meeting Room unavailable for reservations for health, safety, or other reasons. (In the event the Library cancels a meeting reservation, that reservation may be rescheduled, relocated based on availability, or the fee will be refunded.)

Section II.04 Regulations

- a. Admission fees, solicitation of funds, or the selling of any product or service is prohibited, except for Library sponsored activities.
- b. Groups must restore the meeting room to its original condition before leaving library property.
- c. Groups are responsible for the meeting room during the time they are scheduled to use it, and the cardholder making the reservation will be charged for any damage or loss to the room, furniture, or equipment.
- d. Large Meeting Room at the Main Library: Dry erase walls may only be used with Library provided dry erase markers and erasers. No tape, adhesive, tacks, or other items that may potentially cause damage to the walls may be used. The cardholder making the reservation will be charged for any damage to the dry erase walls.
- e. Meetings that disrupt normal library activities will not be permitted.
- f. Groups may not use the name, telephone number, address of the Library in any way other than to indicate the location of the event. Groups may not use the Library's logo or image in any advertising or content. Only signs created by or approved by the Algonquin Area Public Library District are permitted on library property.
- g. The following are prohibited on library property: alcohol, illegal substances, illegal activities, firearms, and hazardous materials. Smoking, vaping, and smokeless tobacco are not permitted within 15 feet of the library building.
- h. There must be one adult chaperone for every 15 minors (under the age of 18) at non-Library related meetings.
- i. Meeting room facilities are not available for private functions or individual use.
- j. All meetings must be open to the public.
- k. Town hall meetings sponsored by government representatives whose districts include the Library District are permitted. Demonstrations, rallies, and electioneering are prohibited on library property.
- l. Public presentations by candidates for office or supporters of ballot issues are permitted in the Library District's meeting rooms only if they are sponsored by a non-partisan organization and all candidates or sides of an issue are invited to participate. Otherwise, public presentations by individual candidates or supporters or opponents of a ballot issue will not be held in the Library building.
- m. The Library District's facilities may not be used as a campaign headquarters or meeting site for campaign committees.



- n. The Library is not responsible for the loss or damage of property belonging to meeting room users, and the Library will not provide storage of any group's property.
- o. The Library's audio-video projector is available free of charge. The group is responsible for operating the projector. Requests for use of cables, adapters, or any other Library-owned audio-visual equipment must be submitted with the reservation, and equipment may or may not be available. The Library is not responsible for damage to a user or group's media or equipment. The cardholder making the reservation will be charged for any damage to the Library's audio-visual equipment.
- p. Groups assume full responsibility for providing special accommodations requested by their participants in accordance with the Americans with Disabilities Act.
- q. Groups must not exceed room capacities.
- r. Non-compliance with any of the above regulations may result in revocation of meeting room privileges.

Section II.05 Refreshments

- a. Simple refreshments may be served unless otherwise prohibited by the library for safety or health concerns.
- b. Groups serving refreshments must clean up the meeting room and package all garbage for disposal.

III. Right Retained

The Board of Trustees of the Algonquin Area Public Library District reserves the right to amend the above regulations or restrictions without notice at any time.