

## Wood Dale Public Library District

### PUBLIC MEETING ROOM USE POLICY

1. The Library's meeting rooms are intended primarily for use by the Library to meet its operational needs, for Library programming and Library purposes. Use of the meeting room by outside groups having Wood Dale Public Library residents as members or local community groups, for purposes consistent with the Library's mission to promote lifelong learning, and to experience a sense of community in a welcoming environment.
2. Use of the meeting room by the Library takes precedence over all other use.
3. The Library's meeting room is a limited public forum. The meeting room is not available for uses, events or activities which are contrary to the primary uses of the Library as a venue for reading, writing, quiet contemplation, civic, educational, or cultural activities.
4. Use of the meeting room by for-profit or commercial organizations is not allowed. The room may not be used for commercial seminars, legal conferences or proceedings, depositions, realty closings, paid tutoring, and any use through which a salary or fee is earned or business is solicited unless otherwise authorized by the Library in writing.
5. Other uses, events or activities which are not allowed include, without limitation:
  - a. Social gatherings, such as parties, weddings, family reunions, etc.;
  - b. Fundraising;
  - c. Uses, events or activities that have been or may be disruptive or place an undue burden on Library Staff, Patrons, and/or normal Library operations;
  - d. Uses, events or activities that are contrary to the Library's mission.
6. By allowing use of its meeting room, the Library does not endorse the activities or viewpoints of meeting room users. Groups using the Library's meeting room must:
  - a. Not state or imply that the group's activities are sponsored by the Library;
  - b. Not use the Library as a mailing address or provide the Library's phone number;
  - c. Not publicize their meetings with posters, leaflets or other publicity in the Library building.

d. Include the following Disclaimer in all publications and advertisements:

“Use of Library meeting space does not constitute endorsement or approval of the organization, this program or its content by the Wood Dale Public Library District.”

7. Meetings must be open to the public and not closed to any person due to age, gender, race, religion, national origin, disabling condition, or any other legally protected category.

8. Library-owned audio visual equipment may be available to groups using the meeting room on a limited basis. Use of the Library’s telephone in the meeting rooms is restricted for emergency use only.

9. The Library does not provide storage or assistance in carrying materials and supplies to the meeting rooms. The Library will make tables and chairs accessible. However, table and chair setup and cleanup is the responsibility of the group.

10. Applications for use of the meeting room must be made using the online reservation system or form provided by the Library. Applications must be dated and submitted to the Library seven days in advance of the prospective meeting date. The date of receipt of the application will determine priority if there is a conflict. The person signing the Application is responsible for his or her group's compliance with these Regulations.

11. The meeting room applications will be approved one month in advance of the start of the quarter (March 1, June 1, September 1, and December 1). Individuals may request their dates up to six months prior to meeting date. To allow equitable access, groups are initially limited to one meeting per month; additional dates may be requested once the quarter has started.

12. Meetings may take place only during Library hours and may not begin sooner than fifteen minutes after Library opening and must end at least fifteen minutes before closing. The meeting room is not available for use on Sundays by the public. On the day of the meeting, a responsible member of the group must check in with the Public Service Desk on the group's arrival.

13. No part of the Library facility other than the meeting room is available for public meeting purposes.

14. Light refreshments are permitted however catering and alcoholic beverages are not allowed. Meeting rooms must be left clean at the end of the meeting. Groups will be charged for any damage or cleanup resulting from use of the meeting room.

15. Decorations must be limited to those items that can stand on a floor or table. Nothing may be attached to walls or ceilings of the meeting room or the Lobby without advance permission of the Library Director.

16. All groups using the meeting room shall, at the group's expense, comply with the Americans with Disabilities Act.

17. Groups whose meetings are not conducted in an orderly fashion or who violate any Library policies, Library rules of behavior, or who otherwise interfere with Library operations will be asked to leave the Library and will be denied future use of the meeting room.

18. The Library reserves the right to cancel meeting room reservations for its own use. All attempts will be made to reschedule space and/or time at the group's convenience.

19. A group or individual denied permission to use the meeting room may file an appeal to the Library Director in writing. The Library Director will respond in writing. If the individual or organization believes that the response is unsatisfactory, he/she may submit a written appeal to the Library Board of Trustees at least one week prior to the next regular Board Meeting. The Trustees will review the appeal and notify the organization or individual of its decision in writing. The decision of the Library Board of Trustees is final.

20. The Library is not responsible for the loss of or damage to any equipment or material owned or rented by the group.

21. The group shall agree to indemnify, save harmless and defend the Board of Library Trustees of the Wood Dale Public Library District, DuPage County, Illinois, and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the group's use of the Wood Dale Public Library District's meeting rooms.

Approved by the Board of Library Trustees: 2/26/2018  
Revised 11/15/2021