



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### Meeting Room Use Policy

#### Purpose

The Westmont Public Library provides meeting room space to the community to encourage programs of cultural, informational, civic, and educational nature. The purpose of the Meeting Room Use Policy is to set guidelines for availability and use and to ensure the meeting rooms are used in a safe and responsible way.

#### Availability and Use

Meeting rooms are available to the community on an equitable basis regardless of the beliefs or affiliations of the individual or group. The meeting rooms are available during Library opening hours and rooms must be vacated 10 minutes prior to closing. When not being used by the Library for Library-sponsored events, meeting rooms are available free of charge to the following:

- Westmont cardholders over 18-years of age. Cardholders may reserve the meeting room up to 90 days in advance with a maximum of three reservations per 90 day period.
- Local tax supported agencies.

#### Guidelines

The Library reserves the right for staff to enter meeting rooms at any time to ensure all policies and guidelines are being adhered to. Violations may result in revocation or suspension of meeting room privileges.

- A reservation application must be submitted to the Library designee for approval.
- All individuals using the meeting rooms must adhere to the Library Use and Conduct Policy.
- Violating reasonable rules that are enacted to secure the health and safety of staff and patrons.
- Meetings must be open to the public and free of charge.
- Social reservations (birthday parties, retirement parties, etc.) are not allowed.
- No goods or services may be solicited or sold except at Library-sponsored fundraising events.
- Meetings must not disrupt Library operations.
- Meetings are subject to fire code and occupancy load restrictions.
- Individuals who reserve the meeting room are responsible for providing sign language interpretation and/or other forms of special accommodation to meet ADA regulations to any attendee who provides the Library with advance notice.
- Individuals who reserve the meeting room are responsible for setting up and cleaning the room and equipment.
- Failure to notify the Westmont Public Library of a cancellation at least 24 hours prior to the reservation may result in the suspension of privileges.

#### Liability

Individuals who reserve a meeting room are responsible for loss or damage to persons or property of individuals

who attend their meetings. Individuals who reserve a room are financially responsible for any damages to the meeting room or equipment during the meeting resulting from negligence or willful misconduct.

**Endorsement**

The Westmont Public Library provides meeting space as a community service, and the use of a meeting room does not constitute Library endorsement of the viewpoints expressed by presenters or participants. Any promotional material that states differently is not permitted. Promotional material for meeting room events may use our location information but must state "the Westmont Public Library does not endorse or sponsor this event."