



MEETING ROOM POLICY

I. PURPOSE

The primary purpose of Skokie Public Library meeting rooms is to provide space for library activities and functions in support of the library's mission. When not needed for library use, the library's meeting rooms may be available as a designated or limited forum for local, state, and federal government agencies, businesses, community groups, individuals, or non-profit organizations as a public service, subject to terms and conditions of this Meeting Room Policy ("Policy"). Meetings rooms available for reservation and subject to this Policy include the Business and Community Center, Cosmos Room, and Radmacher Room.

II. ELIGIBILITY

Skokie Public Library meeting rooms may be reserved by any current Skokie Public Library cardholder who is at least 18 years of age or older unless an exception is requested and granted by the Executive Director or their designee in writing.

Meeting rooms are available to local, state, and federal government agencies, businesses, community groups, individuals, or non-profit organizations for the presentation or exchange of information or opinions on subjects of interest to the Skokie community.

Meeting rooms are available free of charge, first-come, first-served, on an equitable basis, regardless of the beliefs of the groups requesting their use, and regardless of age, sex race, religion, national origin, disability, or other protected classification. Permission to use library meeting rooms does not constitute in any way an endorsement by the library of an organization or its activities, or the content or viewpoints shared or expressed by the participants in any meeting.

III. APPROPRIATE LIBRARY USE

Groups wishing to use the library's meeting rooms must comply with the library's procedures and policies, including the Appropriate Library Use Policy. Individuals and groups using the library are to conduct themselves in an appropriate manner in keeping with the library's vision and mission. We expect everyone to treat all people and property with respect. Disruptive behavior affecting staff or patrons is prohibited. The library reserves the right to determine if anyone is in violation of library policies, including the Meeting Room Policy and the Appropriate Library Use Policy. Anyone violating this Meeting Room Policy and/or Appropriate Library Use Policy may have their library privileges suspended or revoked, in the

library's sole discretion, in addition to the library taking appropriate legal or equitable action against anyone violating these policies. The library reserves the right to decline, at any time, meeting room requests that do not comply with its policies.

The library does not provide marketing/promotional materials for any meeting room reservation. Promotion or advertising of a meeting room reservation may only include the library's name and address, but not other information such as the library's telephone number or the library logo. The following disclaimer must be included in all written publicity material about the meeting room reservation, "Skokie Public Library does not sponsor or endorse this event or its presenters, organizers, or organizations or the contents of materials, views, or opinions expressed or disseminated by them." No group may use the library as a mailing address.

IV. ADDITIONAL RULES AND REGULATIONS

1. Library meeting rooms are primarily intended for use by groups of more than six people and not for individual use or smaller groups. Individuals or smaller groups of six or less people may reserve a library study room for that purpose.
2. The library is not responsible for injury to persons or damage to property caused by any individual or group reserving a meeting room. Any individual or group that reserves the use of a meeting room will be liable for any injury or damage caused by that individual or group to persons or property while using the room or other library real or personal property, reasonable wear and tear excluded for library real or personal property.
3. To reserve a meeting room, an individual must complete the application and agreement, and must ensure compliance with all of the rules and regulations described in this Policy. The person making the reservation must be present for the entirety of the reservation. Any individual or group that violates this Policy may be excluded from access to the library's meeting rooms.
4. Groups must clean the room before leaving, restoring it to the condition of the room at the start of the event. Waste and recycling may be thrown in cans provided. Failure to clean the room as required by this Policy may result in the suspension or revocation of library privileges, in addition to the library taking other actions, including but not limited to cleaning the room and billing the cost of cleaning services to the individuals or organization reserving the room.
5. Signs or other decorations may not be taped, tacked, stapled, or otherwise attached or affixed to walls, doors, or ceilings.
6. When applicable, all users must make every appropriate effort to comply with the provisions of the Americans with Disabilities Act, which may require that a meeting or materials at a meeting be provided in an accessible format when requested.
7. Meetings or events of a primarily commercial nature are not permitted. The sale, advertising, solicitation, or promotions of products or services are not permitted.
8. Fundraising or donation solicitations, as well as entry and participation fees, are not permitted.
9. Meeting rooms are not available for primarily private social functions (e.g., birthday parties, weddings, recitals, and similar events).

10. The library reserves the right to cancel any meeting room reservations for any reason at any time.

The Library Executive Director is authorized to establish reasonable regulations governing the use of meeting rooms. Any exceptions to the rules and regulations outlined in this Policy need to be approved by the Library Executive Director or their designee.

*Adopted by the Skokie Public Library Board of Trustees, February 13, 1974;
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