Skokie Public Library Meeting Rooms

Rules for Use of a Meeting Room

1. The library reserves the right to cancel a scheduled meeting if the room is needed for library use, or to move a meeting to another room when feasible. The library will provide as much notice as possible if a meeting must be cancelled.

2. All meetings must be free and open to the public. No admission fee may be charged or donations collected for programs, and no products or services may be sold.

3. Meetings that could interfere with the normal functions of the library will not be permitted. No candles, incense, or other open flames or fire hazards are permitted.

4. The library's name, address, telephone number, or URL may not be used as the address or headquarters for any group using the library. No written or oral announcements or advertisements implying library endorsement of a group or its activities are permitted.

5. All publicity concerning a meeting or event is the responsibility of the group using the room.

6. The library's telephone number may not be used on any promotional materials. The library will not provide information about meetings to the public. Groups using library meeting rooms may not post signs inside or outside the library or give materials to patrons in or around the library. Handouts may be made available on a table inside the meeting room for those attending the meeting to pick up if they desire.

7. The library cannot provide assistance to carry supplies to the meeting rooms, and custodial help is not available for other than normal maintenance of the rooms. The library does not have personnel to assist with meetings or programs or to run equipment. The library will not provide storage for property of organizations meeting in the library building and assumes no responsibility for property before or after the meeting.

8. Groups wishing to serve food may offer nonalcoholic beverages and light refreshments only. Groups serving refreshments are required to leave a $100 deposit at least 10 days before the meeting, which will be refunded if the room and equipment are left in good condition**.**

9. The library reserves the right to rescind an organization's privilege of future use of meeting rooms if privileges are abused or if an organization does not show up for a scheduled meeting without providing at least 24 hours' notice of a cancellation.

10. The library will not admit anyone to the building before opening or after closing time. All meetings must end on time and the room must be vacated in a timely manner.

11. Requests regarding room arrangement or equipment must be made at the time of application.

12. No materials may be attached to any library or meeting room walls, doors, or windows.

Procedures for Applying to Use a Meeting Room

Meeting Room Applications are available on the Library's Web site, at www.skokielibrary.info, in the library's administrative office, or by email, fax, or mail. To request an application, call 847-324-3127 or email tellus@skokielibrary.info.

Groups may apply for meeting room use at least 10 days and no more than 90 days before the meeting date. Requests will be confirmed **only after** library programs have been scheduled, **which is often less than 90 days in advance**. In general, the rooms are available Monday through Friday from 9:30 am to 8:45 pm, Saturday from 9:30 am to 5:45 pm, and Sunday from 12:30 pm to 5:45 pm.

So that all groups may have a fair chance to use the meeting rooms, no group or any of its chapters, divisions, branches, or other subgroups may apply for more than six meetings in any six-month period. Application for use of a meeting room does not guarantee approval of its use. Upon approval of an application, the person signing the application must be responsible to the library for any damages caused to the building or equipment and must ensure that the Library's procedures and rules are followed.

Specific Information about Meeting Rooms

Two meeting rooms are available, with the following capacities:

- Book Discussion Room: up to 35 people
- Radmacher Meeting Room: up to 95 people

Wireless Internet access is available in all meeting rooms. Groups must bring their own laptops and, if desired, a projection unit to use with laptops. A screen is available in each room.

Updated: September 2016