

Meeting Rooms and Study Spaces Policy

Meeting rooms and study spaces are available to support the mission and strategic goals of River Forest Public Library (RFPL). When not in use for RFPL activities, they may be made available for use by the public under the following conditions:

A. Meeting Room Guidelines

- An adult with a RFPL card in good standing, an owner or operator of a River Forest business, or a member of a governmental agency serving River Forest must take responsibility for the group's use of a Meeting Room by signing an Application and Use Agreement;
- Reservations for a Meeting Room may not be made more than 3 months in advance;
- Meetings are open to the public;
- Parties and private social events are not permitted;
- Attendance at the meeting is free of charge; donations, products or services may neither be solicited nor sold without prior approval of the Library Director;
- Meetings must not interfere with the regular functioning of RFPL; and
- The Director may establish rules and procedures governing use of a Meeting Room and related fees.

B. Study Space Guidelines

- Reservations can be made up to 3 days in advance;
- Reservations can be made for a maximum of one hour. Reservation time may be extended at the discretion of staff; and
- Reservations for a Study Space are limited to one per day per patron.

Patrons using Meeting Rooms or Study Spaces must comply with the RFPL Code of Conduct. RFPL will not advertise or otherwise promote third-party programs or meetings. Use of a Meeting Room or Study Space does not constitute RFPL endorsement of the viewpoints expressed by the host, speakers, or attendees of any event.



Meeting Room Terms and Conditions

Hours:

Meetings may be scheduled during regular River Forest Public Library (RFPL) hours only. All meetings must end by 8:45 p.m. Monday through Thursday, 4:45 p.m. Friday, Saturday and Sunday. The Responsible Party must restore the meeting room to its original condition by 9:00 p.m. or 5:00 p.m. respectively.

Payment:

Payment for use of the meeting room is required by for-profit organizations. This fee is \$30.00/hour and the hourly fee applies from the beginning of set-up to the time at which the room is restored to its original condition. If the event ends earlier than expected, participants do not show up, or the Responsible Party chooses to cancel the event less than 24 hours before scheduled, refunds will not be given. Payment must be made no less than one week before the event or it will be removed from the RFPL calendar.

Personnel:

RFPL does not provide personnel to assist with meetings or programs or to operate equipment beyond basic RFPL audiovisual equipment set-up.

Set-up and Clean-up:

Both the set-up and clean-up of the meeting room is the responsibility of the Responsible Party. The room must be returned to its original condition at the end of the meeting. A fee of \$50 will be assessed if housekeeping or maintenance is necessary and the Responsible Party will be so charged.

Publicity:

All publicity must state that RFPL is not a sponsor of the Responsible Party's program. Publicity or advertisements may be posted to the Community Bulletin Board if they meet the established guidelines.

Food:

Only non-alcoholic beverages and light snacks are permitted. All supplies must be provided by the Responsible Party.

Supervision:

Adequate supervision by an adult must be provided for groups of young people less than 18 years of age. Attendees accompanied by children under 10 are required to supervise them during the meeting.

Penalties:

Failure to comply with the above regulations will result in loss of meeting room privileges.

Disputes:

Disputes may be brought to the attention of the Director.

