



**Glenview  
Public  
Library**

# Meeting Room Policy

## Purpose

The Glenview Public Library provides public meeting room space to meet the operational needs of the Library, and to provide accommodations for educational, informational, cultural and civic functions within the community. For purposes of this Policy, Meeting Rooms shall refer to the Library's Multipurpose Room, the Technology Lab, and the Community Room, both East and West.

## Policy

1. Meeting Rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Glenview Public Library's meeting rooms will be available to reasonably accommodate all citizens, regardless of age, sex, race, religion, national origin or disability. The Library does not guarantee availability to any individual citizen or group.
2. Any group or organization using the Glenview Public Library Meeting Rooms agrees to abide by all rules and regulations, procedures and policies of the Glenview Public Library.
- ~~3.~~ Library Meeting Rooms are available on those days and during those hours that the Library is open to the public.
4. Meetings, programs or events may not disturb or disrupt Library users or staff, endanger the Library building or collection, or otherwise interfere with the proper functions of the Library.
5. Meeting Rooms shall not be available for the conduct of any illegal activity, or for social gatherings e.g. private parties, receptions, rallies, or for the transaction of commerce or business.
6. The Library reserves the right to terminate any meeting, program or event that disrupts or interferes with normal Library operations.

7. The Glenview Public Library reserves the right to refuse use of its Meeting Rooms for any program deemed unsuitable for the Library's facilities or incompatible with its mission and purposes. If a group is denied the use of a meeting room by the Business Office, it can appeal that denial in writing to the Library Director, and then to the Library's Board of Trustees.
8. The Library is not responsible for the content of the assembly or speech during the meetings, programs or events held on its premises. The permission to use the Library's meeting room facilities does not constitute Library endorsement of any business or commercial enterprise, or the philosophies, practices or viewpoints of presenters, participants or attendees; nor does it constitute Library sponsorship, promotion or endorsement of any political party, political position, candidate for public office, or referendum question.

## **Guidelines**

1. Priority for Meeting Room use is assigned as follows:
  - Library operational uses;
  - Library sponsored programs and activities, including functions of the Friends of the Glenview Public Library and the Glenview Public Library Foundation;
  - Educational, informational, cultural and civic programs sponsored or co-sponsored by the Library and related to its mission, collections and services;
  - Meetings of the Village of Glenview and other agencies or departments of local government;
  - Meetings of Glenview organizations whose purposes are educational, cultural or civic in nature and classified as not-for-profit (501(c)3);
  - Meetings of Glenview businesses;
  - Other meetings by local businesses and local organizations, and Library card holders, which are appropriate to the mission and facilities of the Library.
2. The sale of items for profit may not take place in the library, with the exception of library-sponsored programs and author book signings.
3. The Library may charge a fee for the use of its Meeting Rooms as determined by the Library Director.
4. Advance application for use of a meeting room is required. Rooms may be reserved for multiple dates up to six (6) months in advance.

5. Applicants must be at least eighteen (18) years of age.
6. Applications for use of the Library's meeting rooms shall be reviewed in order of their receipt.
7. Groups wishing to use any library audio-visual equipment are responsible for making arrangements with library staff a minimum of one week in advance of the program if they wish to receive instruction on its proper operation, and to confirm that the equipment meets presenter needs.
8. The Technology Lab is available for technology training use by Glenview-based organizations and corporations.

*Adopted by the Library Board of Trustees on September 16 2010*

*Revised July 17 2014; September 25 2015; March 16 2017; April 19 2018; May 19 2022*