

# **Prospect Heights Public Library District Meeting Room Policy**

## **MAY 2025**

The Prospect Height Public Library District, (the Library) has meeting rooms available to serve the needs of both the Library and the Prospect Heights community. The Library provides these meeting rooms to promote its mission of linking the community to the world of ideas. The use of these meeting rooms is for non-profit community organizations whose objectives are cultural, educational or civic in nature. By allowing use of its meeting rooms, the Library does not endorse the activities or viewpoints of meeting room users, including presenters, participants, or attendees at programs held in meeting rooms. Meeting rooms are available regardless of an applicant or group's age, sex, gender, race, religion, national origin, disability or other protected status.

### **Availability and Use**

Room availability is as follows:

- Meeting Room A (near windows)- Capacity 54
- Meeting Room B (with Kitchen) – Capacity 42
- Combination of Meeting Room A & B – Capacity 105

The meeting rooms listed above are available for reservations at the following times:

- Monday through Thursday 10:15 am – 8:45 pm
- Friday 10:15 am – 5:45 pm
- Saturday 10:15 am – 4:45 pm
- Sunday 1:15 pm – 4:45 pm

The library is closed on Sundays from Memorial Day until Labor Day.

All groups must be out at closing time for the Library.

### **Priority for any meeting room will be given in the following order:**

1. Library Board of Trustee meetings
2. Library-sponsored meetings or programs
3. Library-related meetings or programs such as professional meetings.
4. Educational, cultural or civic meetings or programs co-sponsored by organizations within the Library.
5. Town Hall meetings sponsored by government bodies or representatives whose districts include the Library District.
6. Other cultural, educational or civic meetings or programs hosted by non-profit community organizations.

### **The Library's meeting rooms may not be used for:**

1. Social meetings or private parties.
2. Meetings that may be disruptive to Library operations as detailed in the Patron Policy manual.
3. Commercial meetings or events in which products or services are solicited and/or sold.

4. Partisan political meetings, fundraisers and rallies.

### **Fees**

A \$25 fee will be charged for each meeting unless it is Library sponsored.

A \$10 cleanup fee will be charged when refreshments are served.

Refunds will not be given for space/time booked and not used. Payment of fees is required for the confirmation of the reservation. Payment can be made by cash or check made payable to Prospect Heights Public Library District. Payment must be received before access to the room is given.

### **Application Process**

Any organization wishing to use a Library meeting room should reserve it with Adult Services or from our homepage [www.phpl.info](http://www.phpl.info). Reservations must be completed by an adult, 18 years or older. One person from the applicant organization must be responsible for the use of the room. The person responsible must:

- Be present at the time of the event
- Agrees to abide by Library rules and regulations
- Agrees to reimburse the Library for all expenses needed to repair Library property or grounds that may be damaged.

Rooms may be booked up to six (6) months in advance.

### **General Rules and Regulations**

1. Admission may not be charged by any group using the meeting room.
2. Literature, pamphlets or merchandise may not be sold on the premises.
3. All press releases, promotional materials and other forms of publicity for meetings or events held in the Library meeting room must contain the following statement:

**"The Prospect Heights Public Library District does not sponsor, endorse, or promote this event or the presenting group or individual."**

Proof of compliance must be approved by an authorized Library staff member at least seven days before publication or distribution.

Failure to comply with the approval process or to include the above statement may result in cancellation of reservation with no refund.

4. The organization hosting a meeting or event in a Library meeting room is responsible for ensuring their meeting complies with requirements of the [Americans With Disabilities Act](#) including responding to requests for reasonable accommodations.
5. Light refreshments (i.e. coffee, tea, non-alcoholic beverages, cake, and cookies) supplied by the organization may be served. Each group must provide its own paper goods and utensils.
6. Alcoholic beverages are not permitted.
7. Users of any meeting rooms are responsible for their own set-up and clean up. Adequate time for set-up and clean up must be included in the time reserved. Groups are responsible for restoring the meeting rooms to the condition prior to the

meeting. If a user does not leave the room in a clean and orderly condition, future reservations may be denied.

8. Groups of children, under age thirteen (13) must provide adult supervision at a ratio of one (1) adult for each ten (10) children. High school groups, with members under eighteen (18) years of age must have an adult sponsor who, in turn, must be present at the meeting.
9. Smoking is not permitted.
10. Organizations meeting in the Library may not use the Library as a mailing address or storage location. No Library personnel may be asked to take attendance for organizations using the meeting room(s). The Library is not to be included as a source for further information about the meeting.
11. Wireless internet access is available in all meeting rooms through **Hotspot\_PHPL**.
12. The Library's AV equipment may be available for use by outside organizations. The organization is responsible for any damage to this equipment. The Library staff can assist with initial set-up but are not available to operate equipment during the meeting. The list of available equipment is on the Meeting room applicant form online.

Meeting Room Policy Reviewed/Updated:

May 2025  
November 2022  
February 2019  
July 2018  
May 2008  
June 2005  
August 2003  
April 2000  
July 1998