

211 MEETING ROOM POLICY

- 1) The library meeting rooms are for use by the Library and for affiliated Library organizations and activities (such as the Friends of the Library). When they are not being used or needed for Library purposes they are available to the public under the terms and conditions of this policy and the regulations.
- 2) The New Lenox Public Library provides meeting rooms as a limited public forum to support its informational, educational, and recreational mission and roles. Library meeting room use will not be denied to any person or organization because of race, creed or color. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the meeting room does not constitute library endorsement of the viewpoints expressed by the participants in the programs. First priority for use of the meeting rooms is given to Library-sponsored meetings or programs. The following groups also may use meeting rooms for cultural, civic, and informal educational purposes:
 - Library-related groups
 - Non-profit organizations
 - Businesses holding non-commercial meetings.
- 3) Meeting rooms may not be used for gatherings of a purely social nature. All users holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- 4) Groups may not charge admission nor solicit or require donations for their meetings. No products or services may be solicited or sold except at Library-sponsored events.
- 5) Meetings shall not interfere with the public's use of the Library through noise, activity outside the meeting room, or other disturbance that violates the Patron Conduct Policy.
- 6) The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The Library may also cancel a group's reservation(s) if the meeting room policy is violated.
- 7) The Library's Unattended Children Policy applies to people who use the meeting rooms. A group must make provision for childcare if the children will not be part of the program. Library staff is not responsible for watching unattended children.
- 8) See the attached Meeting Room Regulations and Large Meeting Room use agreement for more information on renting the Meeting Room.

Adopted by the Board of Trustees January 10, 2005; Revised October 10, 2011