



Round Lake Area Public Library  
906 Hart Road  
Round Lake, IL 60073  
847-546-7060  
[www.rlalibrary.org](http://www.rlalibrary.org)

In accordance with the American Library Association (ALA) Library Bill of Rights, the library's meeting room is available to the community and available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use the meeting room does not constitute library sponsorship or endorsement of an organization or its activities, nor of the viewpoints expressed by the participants in any meeting.

**Priority will be given to Round Lake area residents/businesses and cardholders.**

Priorities for use will be given in the following order:

1. Round Lake Area Public Library and library sponsored events
2. Friends of the Library
3. Non-profit organizations
4. Educational, Cultural, or Civic group

Rules of use for the meeting room are as follows:

- The library reserves the right to pre-empt the use of the meeting room for library sponsored meeting or programs. Advanced notice will be given to the group originally scheduled.
- Meeting room access for outside groups begins 30 minutes after the library has opened, and must be vacated 30 minutes before closing.
- Supplies and equipment available include: 86 chairs, 18 tables of varying sizes, podium, overhead projector, WiFi, DVD/VCR, computer, projector screen, sink, and white board.
- The meeting room will accommodate 86 people seated, auditorium style.
- For any meeting/program which extends beyond the meeting room closing time, an hourly fee will be charged of \$100, for any portion of an hour. This fee may be waived for the Friends of the Library and governmental organizations if the library does not incur direct expenses due to the meeting.
- Any cost for repair of damage resulting from use of the meeting room will be billed to the responsible cardholder for the organization. The library reserves the right, if necessary, to restrict borrowing privileges of the responsible cardholder until damages are fully paid.
- Refreshments are allowed, though the library will not provide supplies or services. Alcoholic beverages, smoking and the use of tobacco products are prohibited.
- The library is not responsible for setting up meetings or programs for outside groups. The meeting room should be left in the condition it was found. Trash should be disposed of properly in trash containers. If a group produces a large amount of trash, the responsible cardholder is expected to provide their own plastic bags and dispose of trash in the library's dumpster behind the building.
- Reservations may be made up to 45 days in advance and at least 48 hours prior to time requested.
- Cancellation of a meeting must be made at least 24 hours in advance.
- All outside groups are limited to one use per month.
- Childcare is not provided at the library. If an organization using the meeting room is providing their own childcare, a ratio of 7 children to 1 adult (18 or older) is not to be exceeded.
- All meetings held in the meeting room should be open to the general public.
- Any group showing films will secure all necessary performance licenses and indemnify the library for any failure of the group's part to do so

Adopted October 24, 2018



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- See the Round Lake Area Public Library Solicitation Policy for information about solicitation by outside groups.
- Groups using the meeting room must comply with the Americans with Disabilities Act when using the library facilities and are responsible for providing qualified sign language interpreters or auxiliary aids upon request.
- Social events and anything that interferes with normal library activities and/or work are not permitted.
- Partisan and political groups **are eligible** to reserve and use the Meeting Room but are not allowed to advocate for any ballot issue or electioneer, per our Solicitation Policy.
- No formal worship services may be held in the library.
- Signs and decorations may not be taped to the walls or doors.
- Substantial change to library facilities is not permitted, including (but not limited to) modification of electrical units.
- Library furniture may not be rearranged or borrowed from other parts of the library without permission.
- The library is not responsible for items owned by an organization and left in any of the meeting rooms.
- The library does not provide storage for the property of organizations or accept their deliveries or shipments.
- Library personnel are not available to move equipment or operate equipment, make photocopies, or other such services.
- Organizations may not reassign meeting rooms to others.
- Use of hazardous or dangerous materials is not allowed.
- All advertisements, announcements, press releases, flyers, etc., relating to non-library sponsored events must clearly state that the meeting is not sponsored by the Round Lake Area Public Library. Consequently, no group or individual is allowed to initiate, state, or otherwise give the impression that the library is co-sponsoring their event, either in a written or verbal capacity. The library's address may be published, but not the library's telephone number, and the library is not to be included as a source for further information about the program.
- The library reserves the right to review all communications and advertising concerning all events held at its facility.
- Any group or organization using the meeting room shall indemnify and hold harmless the Round Lake Area Library for any and all damages, costs, or injuries which may arise out of its use of the premises. The library is not responsible for equipment, supplies, materials, or any other personal possessions owned by those using the meeting room.
- The library reserves the right to restrict or deny the use of the meeting room for just cause; such cause may include, without any limitation, infraction of any policy, meetings which disrupt regular library usage or interrupt staff workflow, or activities which jeopardize the safety of persons in the library.