

MOUNT PROSPECT PUBLIC LIBRARY  
MEETING ROOM

## Policy

Purpose: To provide inexpensive meeting room space for Mount Prospect not-for-profit groups and for informational programs of community wide interest presented by Mount Prospect businesses that do not have sufficient meeting room space at their facility.

The Mount Prospect Public Library affirms Article VI of the American Library Association's Library Bill of Rights:

Article VI: "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."

The priority use of the meeting rooms of the Mount Prospect Public Library will be for library related activities and functions. Rooms may be rented for meetings by civic, cultural, educational and public information meetings of not-for-profit groups based in Mount Prospect, and/or which have a significant number of Mount Prospect residents. Rooms may be rented by businesses based in Mount Prospect that do not have sufficient meeting room space at their Mount Prospect facility. Permission to use the meeting rooms does not imply endorsement of any organization using the room nor any goods or services, makes no representation as to the accuracy of the information and assumes no liability for the quality or safety of any goods or services which may be the subject of such meetings.

Order of priority for reservations:

Library related programs  
Friends of the Mount Prospect Public Library  
Mount Prospect Public Library Foundation  
Not for profit organizations and government agencies  
Businesses based in Mount Prospect that do not have sufficient meeting room space at their Mount Prospect facility.

## Guidelines:

### A. Reservations and Fees

Rooms are available Monday - Friday 10:00 AM to 9:30 PM, Saturday 10:00 AM to 4:30 PM, Sunday 1:00 PM - 4:30 PM

- 1) All meetings shall be held during stated available hours. Exceptions may be made solely at the discretion of the Executive Director. If room is unoccupied it may be opened no earlier than 15 minutes prior to the scheduled meeting time.

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- 2) Fees will be charged on a per hour basis for the room with a one hour minimum. Additional fees will be charged for items listed below. Refunds will not be given for space/time booked and not used. Payment must be received at the time of request.
- 3) Local governmental units will not be charged room rental fee and annual registration fee.
- 4) Reservations will be taken by a lottery for Meeting Rooms A and B in the fall of each year for the upcoming calendar year. As needs arise during the coming calendar year, reservations may be made by eligible groups or businesses based on the availability of rooms and, on a first come, first serve basis by applying at the Registration Desk. Reservations must be made seven days in advance of date desired. Permission from Youth Services Department must be obtained by Registration Staff before Youth Programming room can be rented.
- 5) Meeting rooms may not be scheduled more than one year in advance and may not be scheduled more than once a month by the same group. Only one room may be scheduled during a month by the same group.
- 6) Library reserves the right to change or cancel meeting room reservations.
- 7) The Library reserves the right to relocate any scheduled meeting if circumstances warrant.

Fee Schedule:

REGISTRATION FEE:                   \$20.00 (Non-refundable annual fee)

MEETING ROOM CHARGES:

Hours available for renting:

Monday through Friday	10:00 AM - 9:30PM*
Saturday	10:00 AM - 4:30 PM*
Sunday	1:00 PM - 4:30 PM*

Meeting Room A	\$50.00 per hour
Meeting Room B	\$25.00 per hour
Youth Programming Room A or B	\$15.00 per hour**
Youth Programming Room	\$25.00 per hour**

\* 1/2 hourly rate will be charged for final half hour (9:00 - 9:30, 4:00 - 4:30, 4:00 - 4:30)  
All attendees must exit building by closing time.

\*\*Use of Youth Programming Room(s) requires approval from Youth Services.

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**Other fees**

AV equipment           \$10.00

Refundable custodial deposit will be taken with all applications   \$20.00

Stage                    \$25/section; \$100 full stage

Whiteboard markers       No charge

Piano                    \$20.00 (may opt to have piano tuned at renter's expense using library's tuner)

**B. Additional rules and guidelines**

- 8) As required by the Americans with Disabilities Act, special accommodations requested will be provided by the sponsoring group/organization.
- 9) Excessive noise or use of hazardous materials is prohibited and may result in a request to leave.
- 10) The Library is authorized to deny permission to use the meeting rooms to any group that is disorderly and violates these guidelines.
- 11) Library will not store equipment or supplies for groups.
- 12) The custodial deposit of \$20.00 will not be refunded if room is not left clean and neat.
- 13) Light refreshments only may be served. Alcoholic beverages are not permitted. Room may not be used for luncheons, dinners, banquets, parties, etc. Carry-outs may not be ordered for delivery to the Library.
- 14) No group may use the Library as a mailing address.
- 15) Publicity
  - The Library phone number may not be on any publicity.
  - All publicity must not imply the Library is sponsoring the program or will provide information on it.
  - Copies of PR must be provided for approval.
  - Location should be listed as:  
          Location: 10 South Emerson Street (Mount Prospect Public Library)
  - Disclaimer should be listed on all publicity. Wording may be obtained from Registration Services Department.

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- 16) Any changes in meeting room set up must be made seven (7) days before the rental date.
- 17) AV equipment use: user must be familiar and able to use the equipment without assistance. Renters/presenters must use the Library ~~podium-laptop~~ presentation computer. Renters/presenters can bring presentations on removable media (e.g. USB storage device, CD/DVD), or presentations may be accessed online.
- 18) All cancellations must be made 48 hours prior to date of reservation. Failure to do so may result in loss of future meeting room use.
- 19) Adult sponsors must be provided at a ratio of one adult for each ten children. Groups with members under eighteen years of age must have an adult sponsor, who in turn must be present at the meeting.
- 20) The Library staff is not responsible for handling reservations or answering questions about the meeting or taking messages.
- 21) The Library is a non smoking facility.

Failure to abide by these rules may result in cancellation of, or refusal of, future reservations.