LEMONT PUBLIC LIBRARY DISTRICT

ROOM USE POLICY

The Lemont Public Library District provides meeting and study rooms to support Library services and the needs of the broader community consistent with its mission to meet the diverse and changing needs of the community by providing a center for lifelong learning and a gathering place for all residents of the district and offering a balanced selection of current, historical, and cultural materials, programs, services and technological resources for community enrichment.

The Library does not discriminate in reserving rooms on the basis of race, national origin, religion, sex, sexual orientation, gender identity, political affiliations, or the physical, emotional, or intellectual challenges of its users. Use of Library rooms is governed by this policy and any applicable rules, procedures, or regulations adopted by the Library.

The Library Director shall exercise reasonable discretion in determining whether a use aligns with the Library's mission and is authorized to act accordingly, including limiting the use of the rooms by individuals, groups, and organizations whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances.

The Library Board of Trustees may modify, amend, or supplement this policy and the accompanying Fee Schedule as it deems necessary and appropriate.

Priority for Use

Priority for reserving rooms is granted in the following order:

1. Library Board of Trustees and Staff for Library-related activities.
2. Government agencies and Administrative Boards serving the Library District.
3. Events co-sponsored or in partnership with the Library
4. Local service, civic, and community groups including, but not limited to, the Boy Scouts, Girl Scouts, Lions, Rotary, and Veterans of Foreign Wars, whose purposes include service to the Library's community and/or support for the Library's mission.
5. Local businesses and other organizations within the Library District.
6. All other organizations and individuals

All room use is subject to availability, the current fee schedule, and the following guidelines. Groups in categories 1–4 are exempt from room use fees.

Reservations and Scheduling

1. Reservations cannot be made more than 60 days in advance through the Library website or in person.
2. The person reserving the room must be 18 or older and present during the event.
3. Individuals and groups are limited to a maximum of four (4) reservations per month; this includes different subgroups of the same business or organization. No group shall assign its space or reservation to another group.
4. Rooms are available only during regular Library operating hours. All reservations must conclude 15 minutes prior to the closing of the library.
5. The Library reserves the right to change or cancel room reservations.

Room Use Guidelines and Restrictions

The following guidelines apply to all use of Library rooms. Failure to comply may result in immediate termination of room access, suspension of future use, and financial responsibility for any damages.

Open Access and Public Use

1. All meetings must be free and open to the public unless the Library charges a fee.
2. Use of the rooms by outside agencies does not constitute the Library's endorsement of viewpoints expressed by participants in the program. Announcements implying or stating such endorsement are prohibited, and all announcements must include the following disclaimer:
    a. *"Use of the Library meeting room does not constitute endorsement or approval of the organization, this program or its content by the Lemont Public Library District."*

3. While the Library encourages public use of its meeting room and spaces, meeting rooms may not be used for any purpose or activity that is contrary to the Library's mission. Examples of uses and/or activities the meeting room may not be used for includes but is not limited to:
    a. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
    b. Uses, events or other activities which, by their nature, may be disruptive to normal Library operation unless approved by the Library in advance of the reservation.
    c. Recitals or large performances of a theatrical nature.
    d. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval of the Library Director.
    e. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, party, position, question, or referendum. Programs must maintain political neutrality and should focus on educating and informing the public of its options (e.g. – candidates forums with all candidates represented could be permitted)
    f. Religious worship services.
    g. Any use through which a salary or fee is earned or business is solicited.
    h. Commercial meetings for advertising or solicitation; to conduct market research; to interview job applicants or hold a job fair

Compliance with Library Policies

1. All room use must comply with Library policies including the Library's Code of Conduct and all other applicable policies.
2. Activities in the rooms must remain within the reserved space and must not impact the rest of the Library and other patrons' use of the Library.
3. Library personnel must have free access to rooms at all times. The Library retains the right to monitor all room use for the purpose of ensuring compliance with Library rules and regulations.

ADA and Accessibility

1. All individuals, groups, and organizations using the meeting room are required to comply with the Americans with Disabilities Act (ADA) regarding accessibility.
2. Individuals, groups, and organizations using the room are responsible for providing interpreters or any auxiliary aids upon request by individuals with disabilities interested in attending their meeting. The Library is not responsible for, nor shall the Library pay for, any costs related to such aids.

Attendance and Safety

1. Attendance is limited to the posted room capacity, which will vary depending on the room arrangement. Library staff will terminate meetings, programs, or events with attendance that exceeds room capacity.
2. The Library may require prepayment for security and proof of insurance if prior group activity has posed a safety risk.

Reservation Holder Responsibilities

1. The individual making the reservation should be present for the duration of the scheduled activity.
2. All groups must check in upon arrival
3. All groups must notify Library staff when finished.
4. The room will be inspected for condition before and after use. The individual or organization reserving the room will be responsible for reimbursing the Library for any damage to Library furniture, equipment, or facilities.
5. Individuals or organizations reserving a room are responsible for transporting and handling their own equipment, supplies, and materials. Library staff will not provide assistance with loading, unloading, or moving items into or out of the building.

Room Condition and Cleanup

1. Rooms are to be left as they are found. Furniture should not be rearranged.
2. Waste must be placed in appropriate garbage and/or recycling receptacles.
3. Signs and decorations may not be taped or stapled to walls or doors.
4. The Library cannot provide storage space for equipment or supplies for groups using the rooms.

Prohibited Activities

1. Smoking, vaping, or using tobacco products is not permitted anywhere in the Library, the meeting room, or within 15 feet of any Library building entrances.

2. Food and beverages may not be served or prepared in Library rooms without a signed waiver and the permission of the Library Director.
3. Alcohol and/or alcoholic beverages are not permitted.
4. Open flames, including candles, incense, and similar flame-producing items, are strictly prohibited.

Use of Equipment

1. Use of Library equipment [PC6] must be arranged in advance with the Library Director or designee and subject to the Room Use Fee Schedule.
2. Individuals or organizations may use their own equipment with prior authorization from the Library Director or designee.
3. Library staff if available may provide limited assistance with equipment setup and use but will not operate equipment during events
4. Library equipment will not be loaned outside the Library.

Publicity and Contact Information

1. Publicity for any event in the meeting rooms must clearly state that the organization is the sponsor, and that the Library is only the location.
2. The Library telephone number or website is not to be included in any news releases or flyers publicizing the event. No group may use the Library as a mailing address
3. No signage may be placed on Library property, and groups may not block nor cover room doors
4. The Library reserves the right to review promotional materials for events held in Library rooms to ensure compliance with this policy, including the requirement that the Library is not listed as a sponsor, host, or contact for the event. This review is limited to verifying compliance with Library policy and does not extend to approving or endorsing content.

Non-transferability

1. Reservations are not transferable to another group or individual. Only the reserving individual or group may use the room.

Fees and Payment

1. Fees are determined by the Room Use Fee Schedule and must be paid in full prior to the event.

Cancellations

1. Reservation cancellations must be submitted at least 3 days in advance through the website or by emailing the Library at info@lemontlibrary.org.
2. Fees paid will be forfeited if a cancellation is not made 3 days prior to the reservation date.
3. Failure to provide the required notice of cancellation, or regularly cancelling room requests or reservations, will be grounds for suspension of room use privileges.
4. If arrival is not within 15 minutes of the scheduled start time, the reservation will be removed. Repeated cancellations will be subject to the suspension of room rental privileges.

Liability and Damages

1. Any individual, group, or organization using the rooms shall be held responsible for any and all damage to the Library building, grounds, collections, equipment or Library property caused by you, your group and/or organization or related to your program and use of the meeting room.
2. All individuals, groups, and organizations shall indemnify, defend, and hold harmless the Lemont Public Library District, its officers, agents, and employees from and against any and all claims, suits, actions of any kind relating to injuries or damage arising from any act or omission of the individual, group, or organization's use of the meeting room.
3. The Library is not responsible for possessions left in a Library room.
4. The applicant has read and understands the Room Use Policy and agrees that they are responsible for ensuring that each member of his/her organization is aware of and abides by these rules

Failure to Comply

1. Individuals or groups presenting and attending meetings, programs, and events are subject to all Library policies, rules, and regulations.
2. The Library reserves the right to suspend or revoke permission to use Library rooms for any violation of Library policies, rules, or regulations. Inclusion of false information on the application form will result in automatic and immediate revocation of permission.
3. Failure to comply with Library policies, rules, and regulations (including this policy) will be grounds for suspension of room use privileges.

Study Spaces and Teen Lounge

Study Rooms

1. Study Rooms can be reserved up to 2 days in advance by cardholders in good standing. Non-cardholders must reserve in person or by phone.
2. Any adult or teen may make a same-day reservation as availability permits.
3. Room use is generally limited to 2 hours per day. Additional time may be granted at staff discretion based on availability.
4. Reservations are held 15 minutes past the scheduled start time before being released. Repeated no-shows or late cancellations may result in suspended room privileges.

Teen Lounge

1. The Teen Lounge is available for all children and students in 6th-12th grade.
2. The Library reserves the right to utilize the Teen Lounge for scheduled programs, events, and activities.

Reviewed and amended: September 27, 2022, October 6, 2026

Approved, Library Board of Trustees - September 13, 2016; April 13, 2021; October 11, 2022; October 13, 2026