

**POLICY 650**  
**USE OF MEETING & STUDY ROOMS**

The Lisle Library District (LLD) provides space for large and small group meeting and study. There are reservable rooms and rooms available on a first-come, first-serve basis. Rooms are open to the public and shall not be considered private meeting/study space unless authorized by the LLD. Larger group meeting space is located on the east side of the Library, accessed by the first or second floor entrances. There are four smaller study rooms on the first floor and two on the second level of the Library.

**A. RESERVABLE MEETING ROOMS**

Meeting rooms may be reserved by District residents and local governmental organizations for non-commercial, cultural, informational, educational, intellectual, and civic purposes. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to cancel or reschedule, without liability, all arrangements.

1. To make a reservation for a meeting room, there must be an applicant who is at least 18 years of age and has a valid LLD card (excludes local government organizations).
2. Reserving a meeting room requires completing the LLD Meeting Room Application (see item D below). An individual/group/organization seeking to use meeting facilities must agree in writing to observe LLD policy and related procedures.
3. Use of the meeting rooms by outside individuals or organizations does not constitute an endorsement by the LLD.
4. Advertisements for meetings held at the Library may not be displayed or promoted in a manner to suggest Library sponsorship or endorsement. Advertisements may not use the Library logo as a means to promote their program. Advertisements by outside individuals/groups are not permitted on Library property (excludes local government organizations). Advertisements, mailings, and postings that specify the LLD must include the disclaimer, "This event is not endorsed or sponsored by the Lisle Library District."
5. The individual/group/organization shall indemnify the Library and hold the Library harmless from all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees, arising out of or relating to use of the room/s by the individual/group/organization. Meeting room users will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct arising out of or relating to use of the room/s by the individual/group/organization.
6. Library staff will provide basic assistance with the Library's equipment. Patrons must be conversant with their own equipment, especially laptop computers. Library staff cannot assist groups with transporting materials into or out of the meeting rooms or building. Library staff will not remain present during meeting to troubleshoot equipment.

7. Excessive non-appearances or no-shows may lose reservation privileges for a period of six months after the current period (see item D). "Excessive" is defined as missing three scheduled reservations.

### **Meeting Rooms A & B**

Meeting rooms A and B are the largest of LLD's meeting rooms. They are located at the east end of the building and can be accessed by staircase or elevator. When both rooms are available, A and B can be combined for a larger meeting via reservation request. Meeting Rooms A and B can comfortably accommodate 40-45 people each. Combined, A and B can accommodate up to 88 people.

### **Oak Study Room**

The Oak Study Room is located at the east end of the Adult Fiction area on the first floor and may be reserved for meetings. This room comfortably accommodates 12-15 people. When not reserved, the Oak Study Room may be used on a first-come, first-serve basis.

## **B. RESERVABLE STUDY ROOMS**

Study rooms may be reserved by District residents and local governmental organizations for non-commercial, cultural, informational, educational, intellectual, and civic purposes. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to cancel or reschedule, without liability, all arrangements. When not reserved, rooms may be used on a first-come, first-serve basis.

1. To make a reservation for a study room, a person must have a valid LLD card (excludes government organizations).
2. Reserving a study room requires calling, emailing, or visiting Circulation Services to confirm cardholder status and reservation availability.
3. Reservations may be up to two hours in length.
4. The same patron may reserve the study room up to two times per week.
5. Reservations may be made in one-month periods. Reservations will open on the 15th of the month prior.
6. A reservation will be cancelled when 15 minutes lapses after start time. The room will then become open to other users.
7. A printed reservation schedule will be posted on the study room door to alert users of reservation times.

### **Maple Study Room**

The Maple Study Room is available by reservation. It is located within the Library's main entrance lobby area on the first floor. This room is intended for individual or small group study. This room comfortably accommodates 1-6 people. When not reserved, this room may be used on a first come, first serve basis.

### **Ginkgo Study Room**

The Ginkgo Study Room is available by reservation. It is located within the Library's main entrance lobby area on the first floor. This room is intended for individual or small group study. This room comfortably accommodates 1-6 people. When not reserved, this room may be used on a first come, first serve basis.

## **C. FIRST-COME FIRST-SERVE ROOMS**

The LLD has rooms available on a first-come, first-serve basis. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to arrange for use by the LLD when needed.

### **Birch Study Room**

The Birch Study Room is available on a first-come first-serve basis. It is located at the east end of the Adult Fiction area on the first floor. This room is intended for individual or small group study. This room comfortably accommodates 1-10 people.

### **Spruce Study Room**

The Spruce Study Room is available on a first-come first-serve basis. It is located next to the Adult Reference Desk on the second floor. This room is intended for individual or small group study. This room comfortably accommodates 1-6 people.

### **Literacy ELD Room**

The Literacy/ELD (English Language Development) Room is intended to be used by tutors, teachers, and students. The room is available on a first-come first-serve basis, unless it has been reserved by the Library for a specific tutoring purpose. It is located next to the Adult Reference Desk on the second floor. This room comfortably accommodates 1-4 people.

The Literacy/ELD Room provides computers. Computer users must abide by the LLD's Policy 340: Internet and public computer use when utilizing Literacy computers.

### **Oak Study Room**

The Oak Study Room is located at the east end of the Adult Fiction area on the first floor. The room is available on a first-come first-serve basis (unless reserved; see item A above). This room is intended for individual or small group study/meeting. This room comfortably accommodates 12-15 people.

## **D. RESERVABLE MEETING ROOM APPLICATION**

Residents of the Lisle Library District and local governmental organizations must complete the application to use a meeting room. The application can be accessed via [lislelibrary.org](http://lislelibrary.org) or in person at the main Circulation Desk.

Applications may be placed for dates that fall in the following six-month periods:

- January 2<sup>nd</sup> to June 30<sup>th</sup>
- July 1<sup>st</sup> to December 30<sup>th</sup>

Applicants may request meeting room space during each period as early as two months before the period starts and no later than one week before the event date. Special exceptions may be authorized by LLD Administration.

Applicants should familiarize themselves with the meeting room before turning in an application. LLD staff may provide or schedule room access for this purpose.

#### **E. MEETING & STUDY ROOM HOURS**

Rooms are available during normal Library hours. Opening and closing times are prompt. Outside groups/individuals will not be allowed inside the building before official open hours. Groups/individuals shall end their meeting at least 15 minutes before the Library closes to allow staff to prep the room for the next day.

Library Hours:

Sunday: 1:00 PM to 5:00 PM

Monday through Friday: 9:30 AM to 9:00 PM

Saturday: 9:30 AM to 5:00 PM

#### **F. FOOD & BEVERAGE**

Non-alcoholic beverages in closed containers and food may be brought into Meeting Rooms A and B. In Meeting Room B, there is a small prep kitchen that contains a refrigerator, microwave and sink. Users may utilize the kitchen for meeting purposes, but may not store any food or beverage (or items) beyond the time allotted for the meeting. Only covered beverages may be brought into group study rooms. There is a designated vending area for food/drink consumption near Meeting Rooms A and B. Any exceptions shall be authorized by LLD Administration or designee.

#### **G. SUPPLIES FOR MEETINGS**

The Library does not provide general supplies for meetings. Groups/individuals must provide their own supplies such as name tags, paper, writing utensils, and clipboards.

#### **H. RESPONSIBILITIES**

Groups/individuals are responsible for leaving the facilities in good condition after use. Room privileges may be canceled for any group/individual leaving a room in disorder. Room users shall abide by the LLD's Patron Code of Conduct, Policy 610. If cleaning charges are incurred, the responsible user will be charged.

A violation of the Library's policies and/or procedures related to room use may cause the individual/group/organization to forfeit the privilege of using the Library's rooms and may result in the cancellation or denial of use of the meeting rooms in the future.

## **I. ACCESS TO MEETINGS & STUDY SPACE**

All meetings must be open to the general public except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act. No organization or group may charge admission to those attending a meeting or function unless authorized by the LLD.

Activities held in the Library are subject to the requirements of the Americans with Disabilities Act (ADA). Groups and organizations must comply with applicable ADA requirements when using Library meeting rooms.

Study rooms that have not been reserved are open for patron use. More than one patron may occupy a study room at the same time provided that each party respects each other's activity; follows the LLD Code of Conduct, Policy 610.

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