

### 3-18 Public Use of Meeting Rooms

Meeting rooms in the Main Library are operated by the Library as part of its community services as a limited public forum to provide for the informational, cultural, education and recreational needs of the community. It is expected that these rooms will be used to accomplish these goals. Library meeting rooms will not be denied to any person or organization because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, unfavorable discharge from military service, political affiliation or physical limitations or any other characteristic that is currently protected by applicable law. ~~available for public~~ The Library is not responsible for the content of meetings, programs or events held on the premises. The use of the meeting room facilities does not constitute Library endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees.

~~meetings to~~ Meeting rooms are available for use by organizations ~~comprised of~~ provided ~~that~~ at least one adult District cardholder with a valid card as defined in Appendix 2A reserves the room and is present at the reservation.

Library activities and functions have priority in the scheduling and use of meeting rooms. Meetings may be reassigned to a different room than originally reserved to accommodate a Library or affiliate (Friends or Foundation) program.

The Library reserves the right to restrict use of the meeting rooms in order to prohibit interference with normal delivery of library services. The Library reserves the right to deny any meeting room request, public or private, if the proposed use is inconsistent with Library policies, creates a safety concern, or unreasonably interferes with access by others.

Groups using library meetings rooms must adhere to the following capacity limits. If a group exceeds a room's capacity, the Executive Director or their designee may end the reservation early.

Room	Reservation Capacity
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Meeting Room 1	85
Meeting Room 2	30
Meeting Room 3	14
Board Room	30

Use of meeting rooms must comply with all fire and safety regulations.

~~The following provisions apply to public meeting room use.~~

Definitions: For purposes of this policy, a “public meeting” is one that is open to all members of the public without restriction. A “private meeting” is one that is limited to invited or registered participants and not open to the public during the time of use.

Private Use Authorization: Certain meetings may be designated as private or invitation only at the time of the reservation. When a group reserves a room for a private meeting, it must indicate that intent on the reservation form. During such events, the room is considered a non-public space and may not be entered by others except with the consent of the reserving group, unless required by law or Library policy.

Signage requirement for private meetings: Groups holding private or invitation only meetings must post library provided signage at the meeting room entrance during the reservation period, indicating that the meeting is not open to the public.

The following provisions apply to public meeting room use, including both public and private events, as authorized under this policy.

1. ~~All meetings must~~Unless reserved as a private meeting, all meetings must be open to the public at all times.
2. Meeting rooms are available during normal operating hours of the Main Library (See Appendix 3A—Hours of Service); however, meetings must end no less than 15 minutes before the library closes each day. Under no circumstances will a meeting room be occupied beyond closing time. Please notify staff when you are finished with the room.

3. Reservations for meeting room space are accepted on a rolling six-month calendar. All reservations will be accepted on a first-come, first-served basis as indicated above, upon receipt of the completed Meeting Room Reservation Application Form or approved online reservation, plus payment.
4. Payment must be made within seven days after reserving the room, or the room will become available for others. Full payment for the base fees and any additional fees must be made prior to use of the room. Room reservations are confirmed only after the completed form and payment are submitted.
5. Reservation requests or requests for changes to a reservation may be submitted at any time; however, staff may not be able to accommodate requests placed less than 48 hours before the room is needed. If a group arrives to use a room and there is no record that a room was reserved and they do not have a confirmed application and receipt of payment, staff will try to find a room to use but may not be able to accommodate the group if no appropriate room is available.
6. If a cancellation becomes necessary, the Library should be notified 48 hours in advance of the meeting. If the group has paid, the person who reserved the room may reschedule within 30 days, if a room is available. No refunds will be issued. If the group has not yet paid, the person who reserved the room will be responsible for full payment.
7. The Library reserves the right to cancel any meeting room reservation by giving at least two weeks' notice. Reservations may be cancelled or rescheduled with less notice in case of a building emergency, extreme weather, repair work, or other circumstance beyond control of the Library. The Library is not liable for any expenses of any kind resulting from the Library's cancellation of a meeting room reservation beyond a refund or credit of the meeting room fee. The Library reserves the right to relocate within the building any scheduled meeting.
8. Library meeting rooms may not be used for meetings, programs, or events involving the sale, advertisement, solicitation, or promotion of commercial products or services, with the exception of activities sponsored by the Library, the Friends of the

Palatine Library, or the Palatine Public Library District Foundation. Donations or membership dues for nonprofit groups and clubs may not be collected on Library property. Groups may not charge admission, require fees or request donations for attendance or participation.

9. The meeting rooms shall not be used as purely social functions (which are defined as a function solely for entertainment though companionship with friends or associates including but not limited to~~Meeting rooms may not be used for recreational gatherings such as~~ showers, birthday parties, or dances.)

~~10. Meeting attendees must follow all rules and policies regarding use of the Library.~~

~~11.~~10. No organization or group may use the Library as its official address. (The Friends of the Palatine Library and the Palatine Public Library District Foundation are exceptions.) Storage of items by organizations meeting at Library facilities will not be permitted.

~~12.~~11. The applicant or alternate contact listed on the application must be present throughout the event and is responsible for the attendees' adherence to all Palatine Public Library District policies. For the safety and well-being of members, groups with members age 17 and under in attendance must have a responsible adult present.

~~13.~~12. Serving light refreshments or beverages- requires payment of a fee. Potlucks, luncheons, or other meal events are not permitted. Alcoholic beverages may not be brought on premises, except as designated in section 3-9. Use of objects with flames or smoke such as matches, candles, sterno, incense, etc. is prohibited.

~~14. Meetings must be conducted so as not to disrupt library functions and operations.~~

~~15.~~In compliance with the Americans with Disabilities Act, attendees needing special accommodations for organizations and groups should direct any such requests to

the organization reserving the meeting room, and any such accommodation required under law will be arranged for and financed by the organization and not the Library.

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~~16. Permission to use meeting rooms does not imply Library endorsement or support of any organization using the rooms or the ideas presented therein, nor should the organization imply Library endorsement or support.~~

~~17.~~13. See Appendix 2B for Meeting Room Use Fees.

The Library retains the right to enter or monitor any meeting room for safety, security, or compliance with Library policy. This right does not affect the classification of a meeting as public or private for legal purposes

Failure to abide by these and other Library rules may result in cancellation or refusal of future reservations. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with Library regulations.

This policy is not all-inclusive; approval of individual meeting situations not described here will be determined by the Executive Director or their designee. The Library reserves the right to waive portions of this policy to accommodate Library sponsored meetings and programs.

(Approved 9 Feb 1994, Last Revised 2 Oct 2025; Effective 1 Nov 2025)