

7.004 MEETING ROOMS – PUBLIC USAGE

As an institution of education for democratic living, the Library welcomes the use of its meeting rooms for civic, cultural, educational and public information meetings of groups based in Arlington Heights, or groups which have a significant number of Arlington Heights participants. Library activities and functions have priority in bookings. Meeting rooms are not available to for-profit groups or businesses. Meeting rooms are available to groups regardless of the beliefs and affiliations of their members. Permission to use meeting rooms does not imply endorsement of any organization using the rooms.

1. All meetings must be booked by an Arlington Heights resident who is 18 years of age or older and held during the regular Library hours. All bookings shall be made in advance using the Library's Meeting Room Reservation Form.
2. Bookings are subject to reservation fees. Groups sponsoring crafts and boutique sales shall be required to pay for personnel provided by the Library for security purposes.
3. Meeting rooms cannot be reserved on an ongoing basis by one organization more frequently than once in two weeks. The booking calendar year runs from September 1 through August 31. All groups who booked at least quarterly during the prior year will be offered advanced booking. Bookings for present regular users open May 1 and close May 31. Bookings from all other groups will be accepted starting July 1. The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.
4. The Library shall be notified if cancellation of a reservation becomes necessary. Failure to cancel 24 hours in advance of the meeting may result in reservations being denied in the future. No groups may transfer use of the rooms.
5. All meetings shall be open to the public. Admission fees may be charged.
6. Use of hazardous materials is prohibited.
7. Musical programs may be held only in the full Hendrickson Room. The piano is available to groups for rental. Amplified music is not allowed at any time.
8. The Library has the right to define activities that are too noisy for a divided room booking.
9. The kitchen must be booked if any refreshments are served. The kitchen shall be left clean. All equipment and supplies shall be provided by the user. Food and/or drinks are not permitted outside the meeting room. Alcoholic beverages are not permitted.
10. The Library is a smoke free building.
11. The Library is not responsible for security of items used by groups. Items may not be stored at the Library.
12. No organization or group shall use the Library as its official address. The FRIENDS OF THE LIBRARY is an exception.

13. Individuals, groups or organizations booking the Library's meeting rooms assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disability Act.
14. Failure to abide by these rules may result in cancellation or refusal of future reservations.

These policies are in accordance with Article 5 of the American Library Association's Library Bill of Rights.
Adopted by the Board of Library Trustees
Revised: July 26, 1994

MEETING ROOM FEES

½ Hendrickson Room, no refreshments (North or South)	\$ 0
½ Hendrickson Room, with refreshments (North or South)	\$10
Full Hendrickson Room, no refreshments	\$50
Full Hendrickson Room, with refreshments	\$75
Use of piano, additional	\$25