



## Meeting Room Policy

The Fox River Grove Public Library District's meeting room has seating for up to 49 in an auditorium-style arrangement. The primary purpose of this meeting room is to support library functions, meetings, and programs. The meeting room is also available for use by members of the public.

Library needs and patrons holding Fox River Grove Public Library District library cards will receive priority in reserving the meeting room. Residents of areas unserved by any public Library taxing district are required to pay an annual fee in order to access Library services, including Meeting Room use. See the Non-Resident Library Cards policy for details. Upon payment, non-residents' access to all Fox River Grove Memorial Library services will be equal to residents of the FRG library district.

Organizations may use the meeting room only when all of the following conditions are met:

1. The organization's contact information shall be on file with the library.
2. The meeting takes place no earlier than the library's opening time and shall conclude not later than fifteen minutes prior to the library's closing time.
3. The organization conducting the meeting may not do so for the immediate or ultimate gain of a for-profit business or agency.
4. Meetings shall not disrupt the ability of the library to conduct its business in a normal and orderly manner.
5. The organization assumes all responsibility for setup and cleanup.
6. Covered drinks are permitted in the meeting room. Food is not permitted except with the express permission of the Library Director.

Individuals or small groups using the Meeting Room for quiet study may reserve the space for 60 minutes and may continue using the room if no Library staff or other patrons need it. Quiet study use may be reserved in advance or on a walk-in basis when possible.

The Library has technology that may be available to Meeting Room users, including a laptop and projector, WiFi Hotspot, CD player, etc. Library staff will make this available upon request, pending availability.

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Requests for usage under other conditions may be permitted at the discretion of the Director.

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