

# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## STUDY ROOM POLICY

The West Chicago Public Library District provides a variety of study rooms. Available study rooms are listed below. For more information about each study room, please see Attachment One of this policy.

Study Room 1	6 person maximum capacity
Study Room 2	5 person maximum capacity
Conference Room	10 person maximum capacity

### AVAILABILITY AND USE

Library sponsored meetings, programs, events, and activities shall be given priority. Other groups shall be granted reservations on a first come, first served basis.

### LIMITATIONS

The Library's study rooms are not available for uses, events or activities which are contrary to the Library's mission. Examples of uses and/or activities the study rooms may not be used for include but are not limited to:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
2. 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 rental.
3. Performances of a theatrical nature.
4. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval of the Library Director.
5. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
6. Religious worship services.
7. Legal conferences or proceedings, including but not limited to depositions.
8. Realty closings.

9. Any use through which a salary or fee is earned or business is solicited.
10. Commercial meetings for advertising or solicitation; to conduct market research; or to interview job applicants.

## **ELIGIBILITY**

Must be 12 years of age or older to use or reserve a study room.

## **INDEMNIFICATION**

For and in consideration of the use of the study rooms and Library facilities, any person or group using them agrees to indemnify and hold harmless the West Chicago Public Library District from any and all actions or suits relating to its use of such rooms and facilities.

## **GENERAL REGULATIONS**

Users of the study rooms agree to abide by all Library polices and the regulations established herein. Failure to abide by these regulations and/ or Library policies will result in cancellation or refusal of future reservations. These regulations apply to all Library spaces used for the purpose of bringing a group together.

1. Beverages must be in individual containers with a lid.
2. Smoking, vaping, chewing tobacco and consumption of alcohol are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.
4. Children nine (9) years of age and under must be supervised by a responsible caregiver at all times.
5. The Library is not responsible for items left unattended or forgotten.
6. No person or group may transfer a room reservation to another person or group.
7. Admission may not be charged by any person or group.
8. Study room users must leave at the closing of the Library. Failure to do this may result in the suspension of study room privileges.
9. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the use of the study room at any time. Users must adhere to the Library's Patron Conduct Policy.

10. The West Chicago Public Library District reserves the right to cancel a study room reservation if a conflict arises with a Library-sponsored need or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date.
11. By allowing use of its study rooms, the Library does not endorse the activities or viewpoints of study room users. Groups or individuals using the Library's study rooms must:
  - a. Not state or imply that the group's activities are sponsored by the Library.
  - b. Not use the Library as a mailing address or list the Library's name, address, phone number or web address as its headquarters.
  - c. Not publicize their meetings with posters, leaflets or other publicity in the Library building without prior approval by the Library Director. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the study room.
  - d. Include the following Disclaimer in all publications and advertisements:

*"Use of Library meeting space does not constitute endorsement or approval of the organization, this program or its content by the West Chicago Public Library District."*

12. The Library retains the right to monitor all room usage conducted on the premises to ensure compliance with library regulations and policies. The Board of Trustees of the West Chicago Public Library District or the Library Director shall reserve the option to pre-empt or cancel any study room usage or refuse study room reservation.

Study room users are responsible for returning the room to its original condition.

## **FEES**

1. There is no fee to use or reserve study rooms.
2. Groups or individuals using a study room shall be billed at replacement cost for any damage to furnishings and/or equipment.
3. All fees for damage shall be paid within thirty days. Failure to do so shall result in forfeiture of the right to use the study rooms and possible criminal charges.

## **OCCUPANCY LIMITS**

The occupancy limits for the study rooms can be found in Attachment One of this policy.

## ATTACHMENT 1

# STUDY ROOMS

### CONFERENCE ROOM



- Located in the Adult Services Department, this conference room holds 1 to 10 people **and its dimensions are 11'2" x 19'2"**.
- A flat screen and HDMI hookup are available in the room.
- The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.
- Reservations can be made up to one week in advance online, by phone or in person.
- May be reserved by those ages 12 and above.
- Reservations will be removed if not filled within a half hour of the reserved time.

### STUDY ROOM #1



## ATTACHMENT 1

- Located in the Adult Services Department, this study room is ideal for 1-6 people **and its dimensions are 13'7" x 12'2"**.
- A white board is available in the room.
- The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.
- Reservations can be made up to one week in advance online, by phone or in person.
- May be reserved by those ages 12 and above.
- Reservations will be removed if not filled within a half hour of the reserved time.

### STUDY ROOM #2



- Located in the Adult Services Department, this study room is ideal for 1-5 people **and its dimensions are 11'1" x 9'10"**.
- A white board is available in the room.
- The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.
- Reservations can be made up to one week in advance online, by phone or in person.
- May be reserved by those ages 12 and above.
- Reservations will be removed if not filled within one half hour of the reserved time.

\* Approved by Board of Library Trustees: November 26, 2018