

WEST CHICAGO PUBLIC LIBRARY DISTRICT

STUDY ROOM POLICY

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.

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

For purposes of this policy, study rooms shall refer to Study Room 1, Study Room 2, and the Conference Room.

The Library does not endorse any expressed beliefs or viewpoints of the person(s) or group(s) using the study rooms. Activities that are inconsistent with the Library's study room policy will be denied or terminated. Use of a study room shall be governed by the following procedures:

PROCEDURE

AVAILABILITY AND USE

Library sponsored meetings, programs, events, and activities shall be given priority. Other individuals and 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 reservation.

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. Any use through which a salary is earned, a fee is charged, or business is solicited.
8. Commercial meetings for advertising or solicitation; to conduct market research; or to interview job applicants or host a job fair.

ELIGIBILITY

Must be 12 years of age or older with a valid Library card in good standing to 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, its Board of Trustees, officers and employees 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 policies and the regulations established herein. Failure to abide by these regulations and/or Library policies will result in cancellation or refusal of future reservations.

1. Beverages must be in individual containers with a lid; no food is permitted.
2. Smoking, vaping, chewing tobacco and consumption of alcohol and/or controlled substances are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.
4. Children under nine (9) years of age 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 fees 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 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 their 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 on Library property 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 reservations.

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 of the meeting date. 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

General Guidelines

- Study rooms may be reserved for up to 2 hours. Depending on demand, the time may be extended.
- Beverages must be in individual containers with a lid; no food is permitted.
- 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 rooms are not soundproof; therefore there should be no expectation of privacy and conversations should be kept low as not to disturb others.

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.
- A whiteboard is available in the room.

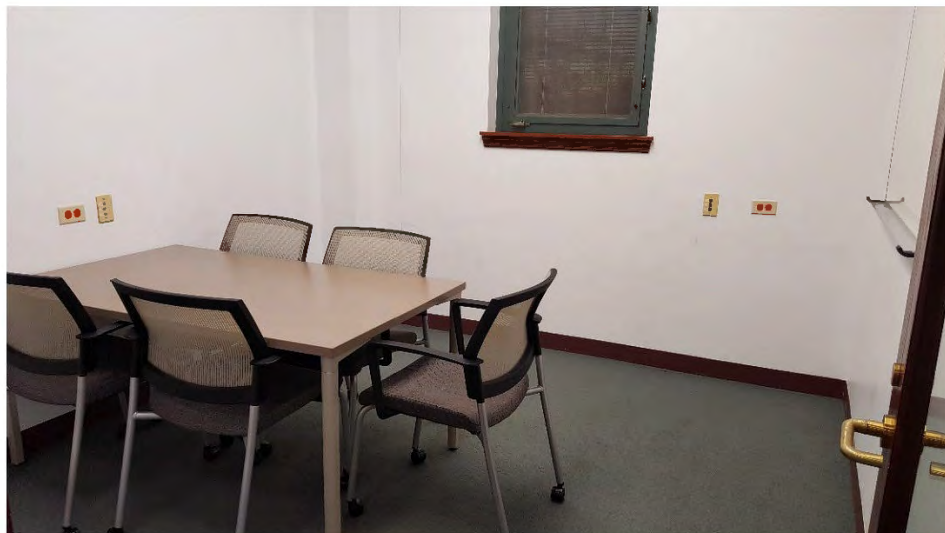
ATTACHMENT 1

STUDY ROOM #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 whiteboard is available in the room.

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 whiteboard is available in the room.

* Approved by Board of Library Trustees: 11/26/2018; 3/25/2024