

Northlake Public Library District Room Usage Policies

STATEMENT OF PURPOSE

Northlake Public Library District rooms are available to all individuals, community groups and organizations whose objectives are cultural, educational, or civic in nature. Individuals who wish to be featured at a library program should contact library staff. The library will not discriminate in making its rooms available for use.

Guidelines for Usage of Group Study Rooms

- These rooms are for groups who need to study together. While individuals may use the study rooms, groups have preference.
- Rooms hold up to 6 people.
- If there are groups waiting, a 2 hr. limit may be imposed.
- Study rooms are not sound proof, so patrons are asked to keep noise levels down.
- Study rooms are first come, first served.
- Patrons must clean up after themselves and leave the room in good condition for the next users, including erasing the white board.
- Study Rooms must be vacated 5 minutes before library closing time.

Youth Services Group Study Room

Our Children's Department has 2 study rooms located on the first floor.

Adult Services Group Study Room

Our Adult Department has 3 study rooms located on the second floor.

Guidelines for Usage of Meeting & Program Rooms

- Rooms are only available during hours of operation. Groups must vacate rooms 15 minutes prior to the library closing and it must be returned to its original condition.
- Groups may not charge admission or request fees or donations for attendance.
- The sale, advertising, solicitation or promotion of products or services is not allowed in Library meeting rooms.
- Admission fees, fundraising and collecting donations are not permitted before, during or after meetings. Off-site admission fees or pre-payments to attend a meeting are not allowed.
- Activities contrary to our "Disruptive Patron Policy" are not allowed.
- Meeting rooms may not be used for private social gatherings or parties.
- Meetings may not disturb the normal operations of the library or pose a safety hazard.
- Our **Meeting Room** holds 20-25 people and is located in the adult department on the second floor.
- Our **Program Room** holds 100 seated, 60 w/tables and is located in the lower level.
- Use of Meeting/Program rooms is FREE to resident groups with library cards in good standing.
- A non-refundable fee will be charged for all non-resident groups as well as all for profit groups.
- The person signing the rental agreement is responsible for payment. Completed application with payment is required to reserve the room.

Guidelines for Usage of Community Table

- A community table is available for use by individuals or groups to provide information, promote an organization or event, or seek new members.
- Use of a community table is FREE to resident groups with library cards in good standing.
- A non-refundable fee will be charged for all non-resident groups as well as all for profit groups.
- The person signing the rental agreement is responsible for payment. Completed application with payment is required to reserve the space.

Northlake Public Library District

APPLICATION FOR USE OF MEETING/PROGRAM ROOM/TABLE

Name of Organization: _____

Program Date: _____ Program Times: _____

Purpose of Program: _____

Contact Person: _____ Phone: _____ E-mail: _____

Room Needed (see below): _____ Library Card #: _____

Available Rooms & Equipment: *Check all that apply.*

| | Time | Resident | Non Resident | Additional Time | <i>Check all that apply.</i> |
|--|-------|---|--------------|-------------------------|---|
| Programming Room (including kitchen) | 3 hrs | \$FREE | \$100 | \$20 each additional hr | <input type="checkbox"/> DVD <input type="checkbox"/> Projector <input type="checkbox"/> Podium <input type="checkbox"/> Kitchen <input type="checkbox"/> Dry Erase Markers |
| ___Chairs, Approximate # _____ up to 100 | | ___Tables, Approximate # _____ up to 15 | | | |
| Meeting Room | 3 hrs | \$FREE | \$50 | \$10 each additional hr | <input type="checkbox"/> Projector <input type="checkbox"/> White Board <input type="checkbox"/> Dry Erase Markers |
| ___Chairs, Approximate # _____ up to 25 | | ___Tables, Approximate # _____ up to 6 | | | |
| Community Table | 3 hrs | \$FREE | \$25 | \$10 each additional hr | 1 table and 2 chairs will be provided |

I have read the Northlake Public Library Room Policy and agree to follow the rules and regulations stated therein.

Signature

Printed Name

Approved by _____ Date: _____ Fee Paid (if applicable) _____