Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees

Policy 3050 Meeting Rooms

ARTICLE 1. GENERAL POLICY

The Board of Trustees of Warren-Newport Public Library District (WNPLD) has adopted this policy to make Library Meeting Rooms available to the community in a fair, consistent, and viewpoint-neutral manner. Meeting Rooms are provided as a public service to support civic, educational, cultural, informational, and community use.

Use of a Meeting Room does not imply that WNPLD or the Board of Trustees sponsors, endorses, or approves the viewpoints, beliefs, or activities of any individual or group using the room. Warren-Newport Public Library (WNPL) may deny, cancel, or end a reservation only for reasons consistent with this policy, including room availability, eligibility, safety, capacity, nonpayment, repeated no-shows, damage, disruption of Library operations, or failure to follow Library policies.

ARTICLE 2. ELIGIBILITY AND PRIORITY OF USE

Section 2.01 Eligibility

Meeting Rooms may be reserved by a WNPL cardholder in good standing who is eighteen (18) years of age or older and who will be present during the reservation. Community organizations, non-profit groups, governmental agencies, and businesses may reserve a room through an authorized adult representative with a WNPLD card in good standing. WNPL may require the representative to provide contact information for the organization and to accept responsibility for compliance with this policy.

Section 2.02 Conditions of Use

All meetings held in the Meeting Rooms must be open to the public, and room doors must remain unlocked during use. No admission fee, attendance fee, registration fee, or similar charge may be collected from those attending. Non-members of a sponsoring group may be informed of the nature of a meeting but may not be excluded if they wish to remain.

Section 2.03 Priority for Meeting Room Use

When more than one request is received, priority will be assigned in the following order:

1. WNPLD-sponsored programs and meetings;
2. Organizations affiliated with WNPLD, such as the Friends of the Warren-Newport Public Library;
3. Organizations that partner with WNPLD to provide programs and services to the community;
4. Non-profit educational, civic, or cultural organizations;
5. Other community organizations and businesses.

Within each priority category, requests will generally be considered in the order received. Priority status does not require WNPL to cancel or move an already-confirmed reservation except as otherwise allowed by this policy.

ARTICLE 3. ROOMS, CAPACITIES, AND AVAILABILITY

Section 3.01 Rooms Available

WNPL has the following Meeting Rooms available for public reservation:

- **Meeting Room A** — maximum capacity thirty-six (36) people; equipped with six (6) tables, thirty-six (36) chairs, and public Wi-Fi.
- **Meeting Room B** — maximum capacity twenty-four (24) people; equipped with four (4) tables, twenty-four (24) chairs, and public Wi-Fi.

- **Meeting Room A/B –** maximum capacity one-hundred and twenty (120) people; equipped with twenty-four (24) tables, one-hundred and twenty (120) chairs, and public Wi-Fi.

Groups expecting fewer than ten (10) attendees are encouraged to use a Study Room when available. WNPL may suggest a Study Room where it better fits the size and nature of the meeting.

Section 3.02 Hours of Availability

Meetings Rooms may be scheduled Monday through Thursday between 10 a.m. and 8 p.m., Friday between 10 a.m. and 5 p.m., and Saturday between 10 a.m. and 4 p.m. All activity, including setup and cleanup, must be completed within the reserved time. No group may remain in the Library after closing.

ARTICLE 4. RESERVATIONS AND BOOKING LIMITS

Section 4.01 Making a Reservation

Reservations are made through WNPL's online booking system, available at wnpl.info. A reservation is not confirmed until WNPL has approved it. Meeting Rooms may be reserved no more than sixty (60) days in advance. Reservations should be submitted at least three (3) business days before the requested date. WNPL may approve shorter-notice requests when staffing, room availability, and operational needs allow.

Section 4.02 Booking Limits

A cardholder or organization is limited to one (1) reservation per calendar month and no more than twelve (12) reservations per calendar year. A Meeting Room may be reserved for a maximum of two (2) hours per reservation. Organizations that partner with WNPL to provide programs and services to the community may be granted additional reservations with the approval of the Executive Director.

Section 4.03 Cancellations and No-Shows

A group that must cancel should do so through its email confirmation or by telephone at (847) 244-5150. Two (2) or more “no-show” reservations will result in the denial of future reservations. WNPL reserves the right to cancel any reservation and, except in an emergency, will provide at least fourteen (14) days’ notice of a cancellation.

Section 4.04 Denials and Appeals

If a reservation is denied, cancelled, or restricted, the applicant may request a written explanation of the decision. The applicant may submit a written appeal to the Executive Director or designee within seven (7) calendar days of receiving the decision. The Executive Director or designee will review whether the decision was consistent with this policy and will provide a written response.

If the applicant believes the decision involved viewpoint discrimination or a misapplication of Board policy, the applicant may request review by the Board of Trustees. The Board’s review will be limited to whether the policy was applied fairly and consistently.

Section 4.05 Application Information

Applicants must provide complete and accurate information about the meeting, including the name of the organization or group, purpose of the meeting, expected attendance, contact information, and any planned use of food, equipment, or media. WNPL may deny or cancel a reservation if an application is incomplete, inaccurate, misleading, or inconsistent with this policy.

ARTICLE 5. AUDIOVISUAL AND EQUIPMENT

Audiovisual (AV) equipment is available in the Meeting Rooms on a self-service basis. WNPL staff do not set up, operate, or troubleshoot AV or personal equipment during a reservation. A current list of available equipment, connection instructions, and an

instructional video are maintained on the Library's website at wnpl.info/meeting-rooms and are reviewed and updated on a regular basis. Groups are encouraged to review these materials in advance and to bring any adapters specific to their own devices.

ARTICLE 6. SETUP, CONDUCT, AND RESPONSIBILITIES

Section 6.01 Setup and Cleanup

Groups are responsible for their own room setup and cleanup. WNPL staff do not arrange seating, move furniture, or carry supplies to or from the rooms, except that staff will assist with reasonable accommodations for persons with disabilities under the Americans with Disabilities Act (ADA). Reserved time must include all setup and cleanup. Meeting Rooms must be returned to their original arrangement and left clean and ready for the next group.

Section 6.02 Capacity and Conduct

Posted occupancy limits must be observed and enforced by the person making the reservation. Meetings that disrupt normal Library operations through noise or other factors are not permitted and must end when directed by staff. The person making the reservation and all attendees must comply with WNPL’s behavior policy and all applicable Library rules. WNPL may end a meeting immediately if conduct creates a safety concern, disrupts Library operations, interferes with others’ use of the Library, exceeds room capacity, or violates this policy.

Section 6.03 Damage

Groups are responsible for any damage to a room or its furnishings, including walls, tables, chairs, artwork, and audiovisual screens, and will be billed for the cost of repair or replacement.

Section 6.04 Food, Smoking, and Alcohol

Groups using the Meeting Rooms must comply with Policy 3070 Food, Drink and Food Allergies. Smoking and the use of alcohol are prohibited in the Meeting Rooms and anywhere on WNPL grounds.

Section 6.05 Publicity

WNPL does not publicize non-Library events. Any publicity a group distributes may not imply that WNPL is connected to or sponsors the meeting, and must include the contact information of the group. Groups may not use WNPL as a mailing address or telephone number. Publicity for non-Library events must include the following statement: “This event is not sponsored or endorsed by Warren-Newport Public Library District.”

Section 6.06 Personal Property

WNPL is not responsible for personal property brought into or left in the Library and cannot provide storage for items belonging to groups using the Meeting Rooms.

ARTICLE 7. PROHIBITED USES

Meeting Rooms may not be used for:

- Activities that violate federal, state, or local law, including copyright and public performance laws;
- Private parties or events of a strict social nature, such as family reunions, weddings, showers, receptions, or similar private celebrations;
- Sales, advertising, solicitation, fundraising, or promotion of products or services, except as part of a WNPL-sponsored event or as otherwise approved in writing by WNPL;
- Activities that exceed posted room capacity, interfere with normal Library operations, block access to Library spaces, or create safety concerns;
- Activities that require WNPL staff to provide staffing, registration, setup, technology operation, storage, security, or other support not expressly offered under this policy.

ARTICLE 8. LIABILITY AND INDEMNIFICATION

For, and in consideration of the use of the Meeting Rooms and WNPL facilities, any person or group using them agrees to indemnify and hold harmless WNPL, its Board of Trustees, officers, agents, and employees from any and all claims, actions, or suits relating to that use, and to reimburse WNPL for all costs of repairing any damage caused directly or indirectly by that use. If a group refuses to pay for damage, the matter will be referred to the WNPLD attorney for legal action.

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Reviewed/Revised: February 19, 2008; January 20, 2009; March 17, 2009; October 18, 2011; November 20, 2012; September 17, 2013; March 17, 2015; November 20, 2018; August 20, 2019; April 19, 2022; August 16, 2022; May 16, 2023; September 15, 2026