19.0 MEETING ROOMS

The public meeting rooms of the District are operated by the District as a part of its service to the community as a limited public forum to provide for the informational, cultural, educational and recreational needs of the community.

District public meeting rooms will not be denied to any person or organization because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, unfavorable discharge from military service, political affiliation or physical limitations or any other characteristic that is currently protected by applicable law.

The District is not responsible for the content of meetings, programs, or events held on the premises. The use of the meeting room facilities does not constitute District endorsement of the philosophies, practices, or viewpoints of presenters, participants, or attendees.

The District provides the Zimmerman Room and the Meeting Room, referred to as "meeting rooms", for reservation by cardholders associated with the following groups:

- Local clubs, organizations, or groups engaged in civic, cultural, or educational activity.
- Governmental bodies located within the Barrington Public Library District.
- Businesses, tax-exempt non-profit organizations, or professional associations located within the Barrington Public Library District.

District-sponsored programs, events, and meetings take precedent over public requests. Reservations from eligible cardholders are approved on a "first-come, first-served" basis regardless of the beliefs or affiliations of the group.

Meeting rooms may not be used for:

- Meetings, programs or events involving the sale, advertising, solicitation, or promotion of commercial products or services.
- Private social gatherings or parties.
- Fundraising activities, except those where the District is the sole beneficiary and that have received prior approval from the Executive Director.

The District reserves the right to monitor all activities in meeting rooms and District staff reserves the right to enter meeting rooms at any time. Participants in meetings, programs, and events are subject to all District policies.

The District reserves the right to terminate meetings, programs, and events disruptive to regular Library use and operation or if participants are otherwise in violation of this or other District policies.

The District Board of Trustees reserves the right to require a cash deposit or proof of bond or insurance to be approved by the Board.

Groups in violation of this policy or other District policies may lose the privilege of reserving meeting rooms.

19.1 Meeting Room Reservations

The Meeting Rooms are available to be reserved during and for regular operating hours by District cardholders age eighteen and older ~~whose accounts are in good standing~~.

Reservation requests must be made a minimum of twenty-four hours and a maximum of four months in advance of the desired date using the District's online reservation system.

Reservation requests must include a designated contact person to answer questions from the public about the meeting, program, or event.

The reserving cardholder is the only person authorized to request changes to the reservation. Authorization to use a meeting room is not transferrable to any other individual, organization or group.

Cardholders, by making a meeting room reservation request, agree to follow *19.2 Rules for the Use of Meeting Rooms.*

District staff will review reservation requests for compliance with this policy during regular business hours. District staff may ask additional questions about the request to verify compliance with eligibility and room use.

The District reserves the right to deny reservation requests that are not in compliance with this policy or those that reasonably present a threat to the safety of District staff or customers. The District reserves the right to request additional information from reserving cardholders demonstrating their compliance with this policy.

The District reserves the right to change or cancel any meeting room reservation.

Meeting room users agree to hold harmless, defend and indemnify the District, its Board of Trustees, and all District staff, against all loss, liability, damage and expense, including attorney's fees, incurred by any of the parties on account of any injury to or death of any person or persons while on the premises as a result of user's activities.

19.2 Rules for Use of the Meeting Rooms

The booking cardholder must be eighteen years of age. Meetings with attendees under the age of eighteen must include adequate adult supervision.

Meeting attendance must meet the minimum and maximum room capacity requirements, which are available on the District's website.

- Customers must arrive promptly for their scheduled meeting, vacate the room at the end of their reserved period, and inform the District of cancellation of the meeting. Failure to do so may result in loss of future Meeting Room use.

- All meeting activity must be confined to the designated room, including the distribution of literature or postings.

- The District cannot store items for customers before or after their meeting, nor facilitate the delivery or serving of food brought in for the meeting.

- Cardholders must leave the room in good condition and free of garbage and are responsible for any damage they may cause to furnishings and audiovisual equipment.
- Customers must comply with instructions from District staff.

- Publicity for events held in District meeting rooms shall not imply endorsement or sponsorship by the District, and must include the following statement:

  The Barrington Area Library provides Meeting Room space as a community service. The Barrington Area Library neither sponsors nor endorses this event nor the presenting individuals or organizations.

19.3 Special Meeting Room Equipment

A piano is available in the first floor Meeting Room for request by music teachers presenting recitals of their students and non-profit organizations. One practice session may be booked in advance for students, with the teacher present. Teachers may request that the piano be tuned in advance of their recital, by the District's service provider, at the teacher's cost.

Select meeting rooms are equipped with audiovisual equipment for presentation purposes. District staff is not available to assist with the operation of audiovisual equipment. While the District endeavors to maintain and monitor all audiovisual equipment, the equipment is made available on an 'as-is' basis and usage is at customers' own risk.

Coffee service is available for purchase from the District by groups booking the meeting rooms. Only Library-supplied coffee may be used in the coffee machines.