

MEETING ROOM POLICY

TFML Policy No. 11

Use of the Meeting Rooms at the Thomas Ford Memorial Library is intended solely to accommodate library-related and community activities that support its mission as described below:

The Thomas Ford Library enriches people's lives by providing opportunities to access a vast array of ideas and information, and up-to-date technology, with welcoming, state-of-the art service in a comfortable setting for work, study, meetings, events, and community activities.

11.1 Rules and Regulations

11.11 Community groups or organizations which render a direct service to the residents of Western Springs may use the meeting rooms without charge on a first-come, reserved basis for meetings of an educational, civic, cultural, or literary nature. Use of any Library space by commercial entities to promote the sale of products or services and by individuals for commercial transactions or for purely social events, is prohibited. Because tutoring is an activity that is compatible with The Thomas Ford Memorial Library's mission of supporting education and providing opportunities for learning and study, paid tutors may use the Library premises in accordance with the Library's **Tutoring Policy (TFML Policy # 26)**.

11.12 Use of the Meeting Rooms should not interrupt normal library activity.

11.13 Meetings must be scheduled during hours when the library is normally open to the public. These hours are:

Monday - Thursday	9:30 a.m. - 9:00 p.m.
Friday - Saturday	9:30 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

11.14 Admissions may not be charged nor monetary donations solicited on the premises.

11.15 Groups must observe our smoke-free environment.

11.16 Food or soft drinks may be served when permission to use the kitchen has been granted in advance. Alcoholic beverages may not be served. Food service is restricted to the meeting room only. As in other areas of the Library, patrons are permitted to bring covered drinks into the Meeting Rooms.

11.17 The Library reserves the right to assess appropriate charges for use or for damages.

11.2 Reservations

11.21 Reservations may be made in person, by telephone, or via the Library's website. At least one person in any group requesting use of the Library's meeting rooms must be a Thomas Ford Memorial Library cardholder.

11.22 Groups wishing to reserve a room for a meeting should apply at least two weeks prior to the meeting date when possible. Requests made less than two weeks prior to the event will be accommodated as staff time and the meeting room schedules allow. Standing reservations for specific days of the week and times cannot be accepted as the Library strives to accommodate the meeting room needs of all segments of the community.

11.23 The Administrative Aide will approve applications in the order that they are received.

11.24 Reservations will not be accepted for more than six months in advance.

11.25 Exceptions to this policy must be approved by the Board of Trustees.

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