

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 is prohibited. Private social events, such as parties and receptions, are 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. Reservations may not begin earlier than 15 minutes after the Library opens and rooms must be vacated at least 15 minutes before the Library closes.

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

11.15 If food or drinks are to be served, the library must be notified at the time of room booking. Alcoholic beverages may not be served. Food service is restricted to the meeting room only. All food waste must be removed from the room after each meeting.

11.16 Patrons are responsible for arranging the room to their own needs without staff assistance and clean the room before leaving.

11.17 Patrons are responsible for their own equipment. Library staff will provide minimal assistance with the Library's equipment.

11.18 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 card-holder.

11.22 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 Reservations will not be accepted for more than three months in advance.

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