

Meeting Room Policy for Non-Library Use

The Library Board endorses Library Bill of Rights, which states in part: “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of race, color, creed, beliefs or affiliation of individuals or groups requesting their use.”

Use of the meeting room does not constitute library endorsement of the viewpoints expressed by the participants in the programs.

When the Meeting Room is not in use for Library Events and Programs in the service of River Forest residents, the Meeting Room is available to the Public providing the following expectations are met:

- Meetings are open to the public.
- Meetings are free; donations, products or services may neither be solicited or sold.
- Meetings do not interfere with other patron’s use of the Library. (Noise, crowding etc.)
- Participants will observe the River Forest Library Public Conduct Policy.
- The applicant takes full responsibility for the group’s use of the room by signing and abiding by the Meeting Application Agreement. The applicant can be:
 - An adult with a River Forest Public Library card in good standing
 - An officer of a River Forest business
 - A member of a River Forest governmental agency

The Circulation Manager reserves the right to cancel a reservation due to either unforeseen circumstances or violation of this Policy.

The Library cannot advertise or otherwise promote third party programs or meetings, however The Library will post any information that is provided on the lobby Community Board.

The Library Director may establish regulations and procedures governing use of the meeting rooms and related fees.

Approved by the River Forest Public Library Board of Trustees, 2/2010

Revised by the River Forest Public Library Board of Trustees, 11/2014