

VI. Meeting Rooms and Study Spaces

Meeting rooms and study spaces are available to support RFPL's mission and strategic goals. When not in use for RFPL activities, they may be made available for use by the public under the following conditions:

A. Meeting Room Guidelines

- Reservations for a Meeting Room can be made by an adult with a RFPL card in good standing, an owner or operator of a River Forest business, or a member of a governmental agency serving River Forest. The person making the reservation must take responsibility for the group's use of a Meeting Room by signing an Application and Use Agreement;
- Reservations for a Meeting Room may not be made more than 3 months in advance;
- Meetings are open to the public;
- Parties and private social events are not permitted;
- Attendance at the meeting is free of charge; donations, products or services may neither be solicited nor sold without prior approval of the Library Director;
- Meetings must not interfere with the regular functioning of RFPL;
- The Director may establish rules and procedures governing use of a Meeting Room and related fees, and
- When not in use, a Meeting Room may be used as a Study Space, and use will be governed by the Study Space guidelines.

B. Study Space Guidelines

- Reservations can be made up to 3 days in advance;
- Reservations can be made for a maximum of two hours. Reservation time may be extended at the discretion of staff; and
- Reservations for a Study Space are limited to one per day per patron.

Patrons using Meeting Rooms or Study Spaces must comply with the RFPL Code of Conduct. RFPL will not advertise or otherwise promote third-party programs or meetings. Use of a Meeting Room or Study Space does not constitute RFPL endorsement of the viewpoints expressed by the host, speakers, or attendees of any event.

Updated January 18, 2025