

Meeting Room Rules and Regulations

Reservations:

The Meeting Room may be reserved by a person with an RFPL card in good standing, an officer of a River Forest business, or a member of a governmental agency serving River Forest. This contact person (“Responsible Party”) is responsible for the room. The Responsible Party must be present throughout the scheduled meeting.

Reservations may be made no more than 90 days in advance and no less than 48 hours prior to the event. Payment, if required, must be received at least a week before the reservation. The contact person should notify the library of a cancellation as soon as possible but no less than 24 hours in advance.

- Repeated cancellations or unused reservations (2 or more within a 12 month period) will result in denial of meeting room use.
- Reservations must be made using the RFPL Meeting Room Application and Use Agreement form. It may be emailed, faxed or dropped off in person to the attention of the Manger of Materials Services.
- Reservations are not final until confirmed by the Manger of Materials Services.

Hours:

Meetings may be scheduled during regular RFPL hours only. All meetings must end by 8:45 p.m. Monday through Thursday, 4:45 p.m. Friday, Saturday and Sunday. The Responsible Party must restore the meeting room to its original condition by 9:00 p.m. or 5:00 p.m. respectively.

Payment:

Payment for use of the meeting room is required by for-profit organizations. This fee is \$30.00/hour (or portion thereof) and the hourly fee applies from the beginning of set-up to the time at which the room is restored to its original condition. If the event ends earlier than expected, participants do not show up, or the Responsible Party chooses to cancel the event less than 24 hours before scheduled, refunds will not be given. Payment must be made no less than one week before the event or it will be removed from the RFPL calendar.

Personnel:

The RFPL does not provide personnel to assist with meetings or programs or to operate equipment beyond basic RFPL audiovisual equipment set-up.

Set-up and Clean-up:

Both the set-up and clean-up of the meeting room is the responsibility of the Responsible Party. The room must be returned to its original condition at the end of the meeting. A fee of \$50 will be assessed if housekeeping or maintenance is necessary and the Responsible Party will be so charged.

Publicity

All publicity must state that the RFPL is not a sponsor of the Responsible Party's program. Publicity or advertisements may be posted to the Community Bulletin Board and Pamphlet Display if they meet the established guidelines.

Food:

Only non-alcoholic beverages and light snacks are permitted. All supplies must be provided by the Responsible Party.

Supervision:

Adequate supervision by an adult must be provided for groups of young people less than 18 years of age. Attendees accompanied by children under 10 are required to supervise them during the meeting.

Penalties:

Failure to comply with the above regulations will result in loss of meeting room privileges.

Disputes:

Disputes may be brought to the attention of the Director.