

Meeting Room Policy for Non-Library Use

When the Meeting Room is not in use for RFPL Events and Programs in the service of River Forest residents, the Meeting Room is available to the Public under the following conditions:

- An adult with a River Forest Public Library card in good standing, an officer of a River Forest business, or a member of a governmental agency serving River Forest must take responsibility for the group's use of the room by signing an Application and Use Agreement.
- Reservations for the Meeting Room must be made no less than 48 hours prior to the event.
- Meetings are open to the public.
- Attendance at the meeting is free of charge; donations, products or services may neither be solicited nor sold.
- Meetings do not interfere with the regular functioning of the RFPL or violate our Patron Code of Conduct Policy.

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

RFPL will not advertise or otherwise promote third party programs or meetings. RFPL will post any advertisements or posters provided by the third party if such advertisement meets the Community Bulletin Board and Pamphlet Display guidelines.

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

The Board adheres to the Library Bill of Rights that states in relevant 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 RFPL endorsement of the viewpoints expressed by the participants in the programs.

--Adopted and Revised by the River Forest Public Library Board of Trustees, 6/16/2015