

MEETING ROOM POLICY

TFML Policy No. 11

Use of the Meeting Room of the Thomas Ford Memorial Library is intended solely to accommodate library-related activities that support its mission as described below:

The Thomas Ford Memorial Library strives to meet the informational, educational, cultural, and recreational needs of the Western Springs community.... Emphasis is placed on programs that stimulate interest in and appreciation for reading and learning, services that support the educational activities of all, and programs that supplement Library resources.

11.1 Rules and Regulations

11.11 Use of the Meeting Room should not interrupt normal library activity.

11.12 Meetings must be scheduled during hours when the library is normally open to the public. These hours are:

Monday - Thursday	9:30 a.m. - 9:00 p.m.
Friday - Saturday	9:30 a.m. - 5:00 p.m.
Sunday (September- May)	1:00 p.m. - 5:00 p.m.

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

11.14 Groups must observe our smoke-free environment.

11.15 Food or soft drinks may be served when permission to use the kitchen has been granted in advance. Alcoholic beverages may not be served. Food service is restricted to the meeting room only. As in other areas of the Library, patrons are permitted to bring covered drinks into the Meeting Room.

11.16 The Library reserves the right to assess appropriate charges for use.

11.2 Reservations

11.21 All reservations must be made on application forms furnished by the Librarian and signed by a Thomas Ford Memorial Library card-holder. Groups should have not-for-profit status or be eligible for not-for-profit

status. Use of the multi-purpose room by commercial entities to promote the sale of products or services and by individuals for commercial or purely social events is prohibited.

11.22 Groups wishing to reserve the room for a meeting should apply at least two weeks prior to the meeting date. 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 The Library Director will approve applications in the order that they are received.

11.24 Reservations will not be accepted for more than six months in advance.

11.25 Exceptions to this policy must be approved by the Board of Trustees.

Adopted : 11/26/97

Reviewed: 11/28/99

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