

## 402: Room Rentals

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The Northbrook Public Library offers rental space in order to support our mission to provide an environment where community members can come together.

### AVAILABILITY AND USE

Room availability is as follows:

- Auditorium (Seats 225)
- Civic Room (Seats 40)
- Collaboratory (not available to outside organizations)
- Pollak Room A&B (Seats 100)
- Pollak Room A (Seats 50)
- Pollak Room B (Seats 50)
- Interactive Classroom (Seats 32)
- Youth Services Activity Room (not available to outside organizations)

Priority for any space is given first to library and library sponsored or co-sponsored functions, including functions of the Northbrook Public Library Foundation.

The library makes select spaces available as “limited forums” for meetings and programs to:

1. Friends of the Northbrook Public Library programs, meetings or activities;
2. Meetings of municipalities, agencies or departments of local government located within the library boundaries;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a non-profit 501 (c)(3);
4. Businesses within the district boundaries.

5. Northbrook Public Library card holders for programs, meetings, activities, or events in line with the mission of the library.

Permission to use the space does not imply endorsement of an outside organization by the library.

## RESTRICTIONS

The library's spaces may not be used for:

1. The sale or promotion of commercial products or services including informational or educational offerings held for the ultimate purpose of soliciting sales.
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Groups who have no members residing within the Northbrook Public Library boundaries;
4. Religious worship services or proselytizing; or
5. Any illegal activities.

## GENERAL RULES AND REGULATIONS

1. Use of the Northbrook Public Library rental spaces shall be in accordance with Article VI of the ALA Library Bill of Rights.  
(<https://www.northbrook.info/about/policies/ala-library-bill-rights>)
2. The Northbrook Public Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
3. Any groups wishing to show a film or documentary must provide the library with proof that they have obtained the public performance rights for the movie.
4. Storage is not available before or after room use. The library is not responsible for the safety of or damage to personal property.

5. Library meeting rooms may not be used for the sale, advertising, solicitation, or promotion of any products or services unless approved in advance by the Executive Director or their designated representative and it is determined that this activity aligns with the mission of the library to provide information and resources to the community.
6. Donations may be taken if approved in advance by the Executive Director or as otherwise allowed by law.
7. Organizations meeting in the library may not use the library as a mailing address or telephone number. The telephone facilities of the library shall not be available to the persons meeting in the building.
8. Food and drink except covered water bottles are not allowed in the Auditorium.
9. All those present must abide by the library's Public Code of Behavior policy (<https://www.northbrook.info/about/policies/public-code-behavior>).
10. Renters may conduct ticket sales provided that the booking group is solely responsible for sales and money handling. The library will not provide support for ticket sales in the form of staff time, library technology and resources, or library facilities.
11. Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except as authorized by the Executive Director.
12. Posted occupancy limits must be observed and enforced by the signee.

## RESERVATION PROCESS

Reservations for the Interactive Classroom, Pollak Room or Civic Room must be completed by a Northbrook resident 18 years or older with a valid Northbrook Public Library card in good standing. Reservations for the Auditorium must be completed by a Northbrook resident 21 years or older with a valid Northbrook Public Library card in good standing. The library has full discretion to approve room usage.

## FEES & FINES

Fees and fines for room usage are detailed in the 303 Fines & Fees policy and are based on a cost recovery model. The library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

## EQUAL OPPORTUNITY

Rental spaces are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Northbrook Public Library provides access to all patrons, regardless of race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics. However, the library does not guarantee availability to any individual citizen or group.

## LIABILITY

The organization or individual agrees to indemnify and hold harmless the Northbrook Public Library from any loss, cost, expense or damage occasioned by the use of the meeting room. Auditorium rentals require additional insurance by the renter.

In addition, each group or organization using the library rental spaces shall be responsible for damage to the room and its contents, including any library equipment, used by the group. A charge will be assessed for any special cleaning, repairs, or replacements made necessary by a group.

## WITHDRAWAL OF PRIVILEGES

Failure to abide by the requirements and regulations set forth in this policy will result in a possible charge or revocation of meeting room privileges.