



MORTON GROVE PUBLIC LIBRARY

6140 Lincoln Avenue, Morton Grove, IL 60053-2989 • 847-965-4220 • www.mgpl.org

Meeting Room Policy

The meeting rooms (Baxter Auditorium and Cooperman Room) of the Morton Grove Public Library (MGPL) are primarily for the use of the Library for programs that are sponsored by and/or promote Library services.

Room Capacity and Accessibility

Baxter Auditorium

- Capacity: 125 maximum
- Partially wheelchair accessible via wheelchair lift
- Multiple aisle arrangement
- Tiered floor with stairs
- Stage (13'x33') with oak floor and no stage wings
- Stage spotlights

Cooperman Room

- Capacity: 20 maximum depending on table configuration
- Multiple table configurations available
- Wheelchair accessible via elevator
- Keurig coffee machine (no coffee or condiments provided)
- Small refrigerator

General Rules

Priority for reserving the use of the meeting rooms is given in the following order to meetings, activities or events held by:

1. MGPL Board of Trustees
2. MGPL staff
3. Local governing bodies and administrative boards serving the Morton Grove community
4. Educational, civic or cultural organizations and groups operating in and/or serving the Morton Grove community
5. Local businesses and commercial organizations operating in and/or serving the Morton Grove community

Meeting rooms are available on a first-come, first-served basis. The following rules apply to all outside users of the Morton Grove Public Library meeting rooms:

- Organizations using a meeting room must follow all policies of the Morton Grove Public Library and applicable federal, state and local laws.
- The Library excludes the use of its facility for private social functions or activities that materially and substantially interfere with the function, purpose and mission of the Library.

- Use of the Library's meeting rooms does not constitute or imply endorsement of the users' policies, beliefs or programs by the Morton Grove Public Library, its staff or the Board of Trustees.
- Groups may not publicize their activities in such a way as to imply Library sponsorship. All publicity must include the following easily visible disclaimer: ***This event is not sponsored by the Morton Grove Public Library.***
- The Library's name, address, phone number or URL may not be used as contact information for any outside organization or group.
- All meetings shall be open to the public. No admission fees may be charged. Money raising activities are prohibited unless prior express approval has been given by the Library Director or her/his designee. Presenters can sell their wares, subject to permission from the Director or her/his designee.
- Library personnel must have free access to the meeting rooms at all times. The Library retains the right to monitor all meetings conducted on Library premises to ensure compliance with Library policies, rules and regulations.
- Technical support available for Library equipment only.
- Additional electrical equipment, other than that provided by the Library, is not permitted in the meeting room without prior approval by the Library Director.
- A fee will be charged to outside groups using the Library meeting rooms. Fees are listed on the Application for Use of the Meeting Room. Waiver of fees is at the sole discretion of the Library Director or her/his designee.

Reservation Rules

- Meeting rooms may be requested up to 60 days in advance of the use date, but no fewer than seven (7) days prior to the use date.
- The meeting room application form must be completed and signed by a Morton Grove Public Library cardholder 18 years or older. This cardholder must be willing to assume responsibility for the group as well as any fees or damages incurred during the use of a Library meeting room. Cardholder must be present at the meeting.
- Meeting room applications are available in-person and online. Once applications are reviewed, applicants are contacted to deny or confirm reservation. The rooms will not be considered scheduled until confirmation is returned to applicant.
- All applicable meeting room fees must be paid within seven (7) days of confirmation.
- All meetings must begin and end during regular library hours. Meeting rooms must be vacated no later than 30 minutes prior to Library closing.

Use/Care of the Rooms

- Groups may not exceed the stated capacity of the room.
- Any moving or rearranging of equipment other than the podium must be done by Library staff.
- The wheelchair lift must be operated by Library staff.
- All entrances, exits and pathways in the meeting rooms must remain clear at all times.
- The Library does not provide storage or assistance in transporting supplies and materials to the meeting room(s).
- The Library is not responsible for security of property owned by groups using the Library nor is it responsible for damage or loss of property of others.
- No materials including signs, posters, or decorations, may be affixed to the walls, stage curtain, movie screen, or ceiling by any means whatsoever.
- Minors under the age of 18 may use the meeting rooms only under direct and constant supervision of adults who assume full responsibility for activities and conditions. At non-Library related meetings, there must be one adult for every 15 minors in attendance.
- Light refreshments are permitted in the meeting rooms. Groups must supply their own coffee, cream, sugar, and paper products. All beverages need to be covered, and, prior to leaving the room, all food must be disposed of in the receptacles provided.
- Groups are responsible for leaving the facilities in order after use. Any individual, group, or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.
- A list of the equipment available in each meeting room can found on the *Equipment and Fee Structure* worksheet at the end of this policy.

Cancellations/Revocation of Permission

- Outside Groups and Organizations
 - When it is necessary for a group or organization to cancel a reservation, the Adult Services staff should be notified immediately by calling 847-929-5101.
 - Cancellation less than 24 hours prior to the scheduled meeting time may result in the forfeiture of the meeting room reservation fee.
- Library
 - The Morton Grove Public Library reserves the right to cancel any reservation due to unforeseen circumstances, a Library building or weather related emergency.
 - The Library reserves the right to revoke permission to use the meeting space based on violation of library policy, inclusion of false information on the application form, or other library-related cause.

Uses of Meeting Rooms and Library Facilities Not Permitted

- No admission fees may be charged or donations collected for programs.
- No deliveries for groups that have scheduled meetings will be accepted.
- No smoking is permitted within 15 feet of entrances, exits, windows that open and ventilation intakes.
- Use of hazardous materials is prohibited.
- Use of candles and other fires is prohibited.
- Excessive noise is prohibited.
- Access to the Projection/Sound Booth is prohibited.

Equipment and Fee Structure Worksheet

Meeting Room reservation fee includes room and equipment fees, as applicable.

Room Use Fees

TYPE OF ORGANIZATION	BAXTER AUDITORIUM	COOPERMAN ROOM
Local tax-supported government agencies (including schools)	<ul style="list-style-type: none"> • No fee for first two hours • \$10 additional hourly rate 	<ul style="list-style-type: none"> • No fee for first two hours • \$10 additional hourly rate
Private organizations; Non-profit organizations with state or national affiliation	<ul style="list-style-type: none"> • \$50 for first two hours • \$10 additional hourly rate 	<ul style="list-style-type: none"> • \$25 for first two hours • \$10 additional hourly rate
Commercial	<ul style="list-style-type: none"> • \$75 for first two hours • \$25 additional hourly rate 	<ul style="list-style-type: none"> • \$50 for first two hours • \$25 additional hourly rate

Equipment Use Fees

EQUIPMENT	BAXTER AUDITORIUM	COOPERMAN ROOM
Yamaha upright piano	\$25	Not available
Portable podium with microphone and speaker	No fee	Not available
Portable Epson projector with VGA or HDMI cable	<ul style="list-style-type: none"> • \$10 for first two hours • \$10 additional hourly rate 	Not available
Mac adapter	No fee	Not available
PC Laptop	<ul style="list-style-type: none"> • \$10 for first two hours • \$10 additional hourly rate 	<ul style="list-style-type: none"> • \$10 for first two hours • \$10 additional hourly rate
Overhead PA system with wired microphones with stands (3 microphones available)	<ul style="list-style-type: none"> • \$25 for first two hours • \$25 additional hourly rate 	Not available
Wireless microphone (handheld, lapel, or handset)	<ul style="list-style-type: none"> • \$25 for first two hours • \$25 additional hourly rate 	Not available
iPod audio cable to connect to overhead PA system	No fee	Not available
Personal Amplification Units for hearing impaired (4 available)	No fee	Not available
DVD/Blu Player operated by staff	\$15	Not available
Easel	No fee	No fee

See Meeting Room Application for standard room set up.

Approved by the Morton Grove Public Library Board of Trustees, September 14, 2017.