



Meeting Room Policy

Currently, the Morton Grove Public Library has one meeting room (the Baxter Auditorium) that is available for the public when not in use for Library and Library-related programs and services.

Room Capacity and Accessibility

Baxter Auditorium

- Capacity: 124 chairs; 165 person 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
- Fees: See *Meeting Room and Equipment Fee Schedule* below

General Rules

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

1. MGPL programming/services and Library-related activities.
2. MGPL Board of Trustees
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.

The following rules apply to all outside users of the Morton Grove Public Library meeting room(s):

- The meeting room is available on a first-come, first-served basis. Requests for use of the meeting room are processed in the order in which they are received.
- 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 room 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 Executive Director or their designee. Presenters can sell their wares, subject to permission from the Executive Director or their designee.
- Library personnel must have free access to the meeting room 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 is 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 Executive Director or their designee.
- Groups or organizations reserving the Library's meeting room assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.
- Fees will be charged to outside groups using the Library meeting room. Fees are listed on the *Meeting Room and Equipment Fee Schedule* (below) and the *Application for Use of the Meeting Room*. The waiving of fees is at the sole discretion of the Executive Director or their designee.

Reservation Rules

- The meeting room may be requested up to sixty (60) days in advance of the use date, but no fewer than ten (10) 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. The cardholder must be present at the meeting.
- Meeting room applications are available online. Once applications are reviewed, applicants are contacted to confirm or deny the reservation. The room will not be considered scheduled until the applicant receives confirmation.
- All applicable meeting room fees must be paid within seven (7) days of confirmation.
- All meetings must begin and end during regular Library hours. The meeting room must be vacated no later than thirty (30) minutes prior to Library closing.

Indemnification

For and in consideration of the use of the meeting room and Library facilities, any person or group using them agrees to indemnify and hold harmless the Morton Grove Public Library from any and all actions or suits relating to its use of such rooms and facilities.

Use/Care of the Room

- 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 room must remain clear at all times.
- The Library does not provide storage or assistance in transporting supplies and materials to the meeting room.
- The Library is not responsible for the 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 room 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 room. 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.
- The selling, serving, and consumption of alcohol by outside groups is prohibited.
- Groups are responsible for leaving the facilities in order after use. Any individual, group, or organization using the meeting room 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 the meeting room can be found in the *Meeting Room and Equipment Fee Schedules* 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 and Teen Services staff should be notified immediately by calling 847-965-4220 x. 1.
 - 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, including Library building, or weather-related emergencies.
- 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.

Prohibited Uses of the Meeting Room and Library Facilities

The following activities are not allowed prior to/during use of the Library meeting room and facilities:

- Admission fees charged or donations collected for programs.
- Deliveries for groups that have scheduled meetings.
- Sale, serving, and consumption of alcohol.
- Use of hazardous materials.
- Use of candles and other fires.
- Excessive noise.
- Access to the Projection/Sound Booth.
- Smoking on Library grounds.

Meeting Room and Equipment Fee Schedule

Room Use Fees**

TYPE OF ORGANIZATION	BAXTER AUDITORIUM
Local tax-supported government agencies (including schools)	No fee
Private organizations; Non-profit organizations with state or national affiliation	\$25 per hour
For-profit organizations; businesses	\$50 per hour

****Meeting room reservation fees do not include equipment fees. See below for the Equipment Use Fee Schedule.**

Equipment Use Fees

EQUIPMENT	BAXTER AUDITORIUM
Yamaha upright piano	\$25 flat fee
Portable podium with microphone and speaker	No fee
Portable Epson projector with VGA or HDMI cable	\$10 flat fee
PC Laptop (library provided)	\$10 flat fee
Overhead PA system with wired microphones with stands (3 microphones available)	\$25 flat fee
Wireless microphone (handheld, lapel, or handset)	\$25 flat fee
Headphone jack cable to connect laptop to overhead PA system	No fee
Personal Amplification Units for hearing impaired (4 available)	No fee
DVD/Blu Player operated by staff	\$10 flat fee
Easel	No fee
Wooden Privacy Screen(s)	No fee

See Meeting Room Application for standard room set-up options.