



ROOM USE POLICY

USE OF THE STUDY ROOMS

Two study rooms are available for adult patrons on the first floor of the Library, and three study rooms are available for children and youth on the second floor of the Library. Adults are not able to use the study rooms on the second floor unless accompanying someone under the age of 18. The rooms are for the use of no more than four people at a time, with the exception of Study Room B, which can accommodate up to six occupants. An adult must accompany children under nine years of age.

Adults may request the use of a first-floor study room in person at the Public Services desk, by telephone, or online. Children and their guardians may request the use of a second-floor study room in person at the Youth and Teen Services desk, by telephone, or online. A valid library card is required to reserve a study room. The person whose library card is used to reserve the room must be present in the study room during its use.

A study room may be reserved for up to two hours by any single person or group in any single day. The length of a session may be extended if no other patrons are waiting to use a room. If a person or group with a reservation is fifteen minutes late, the room may be assigned to a group on the waiting list.

USE OF MEETING, CONFERENCE AND ACTIVITY ROOMS

The purpose of the Meeting, Conference, and Activity Rooms is to provide a gathering space for groups for non-commercial purposes.

These rooms may be reserved in person, by phone, or online. All reservations are tentative until having been reviewed and approved by Library administration. Reservations are accepted on a first-come-first-served basis. Reservations may be made up to one year in advance. Groups are limited to one reservation per month unless prior permission is granted by the Library Director or Board of Trustees. Use of all rooms by Library staff or for Library purposes takes precedence over all reservations. Groups with a confirmed reservation may be required to alter their reservation with a minimum of 24 hours' notice by Library Staff.

Rooms are available for use during regular Library hours with the exception that all reservations must terminate no less than 30 minutes prior to Library closing on any given day.

Permission must be granted in advance if refreshments are to be served.

The person who makes the reservation will be held responsible for paying the rental fee as well as fees for any damages that might be incurred to the room or library equipment during its use. This person

must be in attendance for the duration of the reservation unless they specifically designate another person to stand in as their representative. It is expected that the room will be left in the same condition in which it was found. Cleaning fees may be assessed to the person who made the reservation at cost.

The fees for all reservations shall be as follows:

- For the Meeting Room, \$30 for the first two hours or any part thereof and \$2.50 per quarter hour thereafter.
- For the Conference and Activity Rooms, \$20 for the first two hours or any part thereof and \$2.50 per quarter hour thereafter.

The Meeting Room has a maximum capacity of 100 people, and the Conference and Activity Rooms each have a maximum capacity of 20 people.

People under the age of 18 using any of these rooms must be accompanied by an adult at all times.

Upon request, the Library will make use of its tables, chairs, and other equipment at no charge and as long as such equipment is available.

Any group using any of these rooms must indemnify and hold harmless the the Palos Heights Public Library, its Trustees and staff, and the City of Palos Heights for any and all accidents which may be sustained on the premises.

Any request for exceptions to the above rules should be submitted in writing through Library administration to the Library Board of Trustees before its next regularly scheduled Board Meeting.

The Palos Heights Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals who require accommodation for a disability for any meeting should contact the person reserving the room, who then must contact Library administration at least five days prior to the scheduled event.

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