

Meeting Space Policy

The Normal Public Library has a variety of spaces available for public gatherings of a civic, cultural, charitable or educational character. The Library's public meeting rooms are not available for commercial purposes or purely social functions (such as birthday parties, receptions, dances). No rental fee will be charged for the use of a room. Permission to use library meeting rooms does not constitute in any way an endorsement by the library of an organization or its activities or the viewpoints expressed by the participants in any meeting. Making this facility available is a service that the library renders, with the following provisions:

1. Library sponsored activities will be given priority.
2. All meetings must be free and open to the public. No admission or other fees may be charged to individuals attending meetings or programs; no donations may be required; no fundraising may take place; no products or services may be advertised, solicited or sold without express permission from the library.
3. Meetings shall not disrupt the ability of the library to conduct its business in a normal and orderly manner. If the meeting coordinator anticipates a security concern due to their meeting, the meeting coordinator is required to inform the library at least 7 days in advance of the meeting date.
4. Light refreshments may be served with prior approval of the library director or designee. Meals are not allowed in library meeting spaces.
5. Candles, open flames, smoking, and alcohol are prohibited.
6. Library staff may provide limited assistance with library equipment upon request, but meeting room users are responsible for their own equipment. The library is not responsible for equipment, supplies, materials or other items owned by a community group that are used by that group within the library.
7. Children's groups may use meeting room spaces with adult supervision.
8. Groups may not exceed the maximum allowed by fire and safety code regulations for each space.
9. All groups must be out of any library meeting room fifteen minutes prior to closing time. We schedule no more than 45 days in advance and there is a minimum of 7 days' notice. A group may not use a meeting room more than once a month.
10. Any meeting room is not considered reserved until Library staff has approved and confirmed the reservation.
11. All meetings must be open to the public and attendance shall not be restricted. All groups using NPL facilities must comply with regulations of the Americans with Disabilities Act (ADA), and are responsible for providing qualified interpreters or auxiliary aids upon request.
12. The library is not responsible for any ticketing or towing of vehicles resulting from illegal parking by persons attending meetings held at the library.

13. Library staff are not available to direct, assist, or address inquiries from attendees about any non-library sponsored event or meeting.
14. The group making the reservation is responsible for room set-up and cleanup. Chairs and tables should be lifted to avoid damage to library flooring. Any damage to library equipment, materials, or facilities are the responsibility of the group, and the group will be billed accordingly.
15. The Normal Public Library Code of Conduct extends to all persons in the library, including those using the meeting rooms. We expect everyone to treat all people and property with respect. The library reserves the right to determine whether any person is in violation of this policy and to require that person to leave the library. The library reserves the right to decline meeting room requests that do not align with its policies.
16. All publicity must contain a disclaimer stating the meeting or program is not sponsored by Normal Public Library.
17. Any individual, group, or organization holding a meeting in the Library must fully release, discharge, indemnify, and defend the Town of Normal Public Library Board, the Town of Normal Public Library, the Town of Normal, its officers, agents, and employees from any and all claims from injuries, including damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting.

The director of the library is authorized to deny permission to use the meeting space to any group that violates any provisions of the meeting space policy.

The Board of Trustees of the Normal Public Library District will review the Meeting Space Policy and regulations periodically, and reserves the right to amend them at any time. The Board authorizes the Director to waive regulations under appropriate circumstances. The Director or designee is empowered to make decisions regarding the availability and use of the library meeting rooms. The Director may delegate authority to approve meeting room applications.

Any appeals for changes to, or exceptions to, any portion of the Meeting Room Policy will be considered. An individual or organization wishing to file an appeal shall submit it to the Director in writing. The Director will respond in writing.

Approved by the Board of Trustees of Normal Public Library: July 28, 2010; Amended January 18, 2023