



The Normal Public Library Community Room is available for public gatherings of a civic, cultural or educational character, but may not be used for meetings which are for social or commercial purposes. No rental fee will be charged for the use of the room; however, organizations holding meetings assume responsibility for any damage to the room and contents. The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement of the group's policies or beliefs. Making this facility available is a service that the library renders, with the following provisions:

All meetings must be free and open to the public. Smoking is not permitted, and refreshments may be served ONLY with prior approval of the library director. Meals are not allowed in the Community Room. The library is not responsible for equipment, supplies, materials or other items owned by a community group and used by them in the library. Children's groups may use this room with appropriate adult supervision. Library-sponsored activities will be given priority. Groups may not exceed the maximum allowed by fire and safety code regulations (150). Because of the size of the room, groups of fewer than 10 are discouraged. All groups must be out of the Community Room fifteen minutes prior to closing time (8:45 p.m. Monday-Thursday; 4:45 p.m. Friday-Sunday). We schedule no more than six months in advance and there is a minimum of one week's notice. A group may not use the community room more than four times in a one year period, preferably not more than once per three-month period. 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. The sponsoring organization is responsible for informing its members about available parking options. We request that on-site parking remain available for library patrons. Groups using the community room should direct their attendees to park in the College Avenue Parking Deck (free to library users). The library is not responsible for any ticketing or towing of vehicles resulting from illegal parking by persons attending meetings held in the Community Room. Any group using the NPL Community Room must designate a "host/hostess" for the event; this person will be upstairs to direct attendees to the meeting, assist with the elevator, answer questions about the meeting's content, etc. The group is responsible for room set-up and cleanup. Chairs and tables should be lifted to avoid damage to library flooring. Any damages to library equipment, materials or facilities are the responsibility of the group, and the group will be billed accordingly.

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