

Small Group Meeting Rooms

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Amended July 10, 2024 Amended February 12, 2025

The Rolling Meadows Library has four small group meeting rooms available for patron use during library hours. The small group meeting rooms are covered by policies listed in the Rolling Meadows Library Public Conduct Policy. In addition, no canvassing, peddling, or solicitation is allowed in the small group meeting rooms in accordance with the Rolling Meadows Library Canvassing, Peddling and Soliciting Policy.

Rules of Use

1. Patrons high school age and older may use the small group meeting rooms with a valid high school identification card, driver's license, or state identification card.
2. Patrons wishing to use a small group meeting room must check in at the Reference Desk.
3. Small group meeting rooms are available in two-hour sessions.
4. ~~Small group meeting room #1 may be reserved up to 48 hours in advance by email, phone, or in person at the Reference Desk. Email Ask A Librarian from the website, or email AskALibrarian@rmlib.org. Small group meeting room #2, #3 and #4 are not available to reserve.~~
Small group meeting rooms may be reserved up to 48 hours in advance. Groups of five or more require placement in Rooms #1 or #2. Otherwise, room assignments are made on a first-come, first-served basis.
5. Reservations cannot exceed two hours per day. Patrons are limited to two in advance reservations per week.
6. Reservations will be held for 10 minutes from the scheduled start time, after which, the entire reserved time will be forfeited and the room returned to available status.
7. Requests for additional time in the room will be accommodated if there is no immediate request/reservation for use of the room. If additional time is granted beyond the two hour limit, those individuals/groups granted additional time will be asked to vacate the room if another party arrives and wishes to use the room.
8. Covered drinks are permitted in the small group meeting rooms in accordance with the Rolling Meadows Library Public Conduct Policy, however food items are not.
9. No additional furniture may be brought in or removed from the small group meeting room without approval from library staff.
10. Computers are provided in small group meeting rooms #1 and #2, patrons must provide any other equipment and supplies used in the room.
11. The seating capacity of the small group meeting rooms #1 and #2 is 10 people, small group meeting rooms #3 and #4 is four people.
12. A small group meeting room may not be left unattended. Once a room has been vacated for more than 10 minutes, Library staff reserves the right to remove a user's belongings without assuming responsibility or liability and reassign the room to available status. The Library is not responsible for possessions left in a room.
13. Patrons are responsible for any damage to library equipment in the room.

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Violators of this policy may be required to terminate their use of the small group meeting room and immediately leave the room at the discretion of the “Person In Charge”. If repeated violations occur, Library staff may revoke the patron’s use of the small group meeting rooms. The Library reserves the right to terminate a small group meeting room session at any time.

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