Meeting Room Policy

The Kane County Law Library & Self Help Legal Center (Library) provides meeting rooms to serve the needs of the Library and its community. The Library provides these meeting rooms as a limited public forum to support its informational and educational mission. The meeting rooms of the KCLL are available for library sponsored and co-sponsored programs and to educational, civic, and cultural groups for public meetings on a non-discriminatory basis. The Library Director may grant permission for a government agency to hold a non-public meeting. The Library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religion, sex, sexual orientation, political affiliations or physical limitations of its users. The Library Director has discretion in determining what is in the “best interest of the Library” and is authorized to act accordingly, including limiting the use of the meeting rooms by organizations whose activities interfere with Library operations, adversely affect public safety, or cause public disruption.

Meeting room applications must be made by individuals in good standing with the Library. The meeting rooms may not be used for private social functions.

Gatherings which present a clear and present danger to the welfare of the participants, attendees, Library staff, patrons, and/or the community are prohibited. Activities in the meeting rooms must stay in the meeting rooms and must not impact the rest of the library and other patrons’ use of the library.

All meetings must be open to the public and not restricted to a group’s own membership except as required by applicable law. Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on Library premises for the purpose of ensuring compliance with Library rules and regulations. Groups may not block the meeting room doors or cover the windows. No items may be affixed to the walls (e.g. banners, posters, decorations). All meetings must be open to the public and the media. There can not be fundraising, sales or an admission charge nor any commercial or social activity.

Individuals attending meetings with children are responsible for the supervision of those children, and may utilize the CWR.

Groups using the Library’s meeting rooms are required to provide accommodations for persons with disabilities. Any additional cost for this accommodation will be the responsibility of the group.

Publicity must neither state nor imply that the library is either sponsoring or endorsing a program or meeting unless such is the case; neither shall publicity state or imply that attendance is limited to group members.

The library reserves the right to change or cancel reservations.

Food is to be served only in the scheduled room, and group members must not carry food or drink outside the meeting room.

Those using the meeting rooms are subject to all Library and Judicial Center policies, rules and regulations. The Library reserves the right to suspend or revoke permission to use the meeting room for any violation of Library or Judicial Center policies, rules or regulations.

The Library is not responsible for possessions left in meeting rooms.

Use of the meeting rooms by outside agencies does not constitute the Library’s endorsement of viewpoints expressed by participants in the program.

Priority:

Pro Bono & OP’s

Other government/employees

Public

$10 to reserve a room, due on use. If a no show, or same day cancellation fee is invoiced to firm/individual.

User agrees to defend, indemnify and hold harmless the Kane County Law Library & Self Help Legal Center, the County of Kane, their officers, employees and agents for any and all liability caused by negligent or wrongful act of the Renter or its attendees arising out of the performance of this agreement, and pay all claims, damages, judgments, legal costs, adjuster fees and attorney fees related there.