

## Heyworth Public Library District

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Heyworthlibrary.com

# Meeting Room Policy

### **PUBLIC USE OF LIBRARY MEETING ROOMS**

Heyworth Public Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission – Heyworth Public Library makes the Community Room available for public uses which support and further our mission.

Public use of the library meeting room is subject to availability and compliance with the terms of this policy. When the meeting room is not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting their use.

The meeting room is to be used for general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The library meeting room is intended to host organized meetings and is **not available for party-type functions**.

Provision of the library meeting room for public use does not constitute endorsement by Heyworth Public Library or by HPL staff of the groups or individuals using the meeting room or their beliefs. Public meetings and events held in the library are not sponsored by Heyworth Public Library, unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by the Library Director or his/her designee prior to scheduling of the meeting room. Unless sponsored or co-sponsored by the library **publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the library and must contain the statement, "This program is neither sponsored, co-sponsored nor endorsed by Heyworth Public Library"**. A sample of the literature must be received prior to distribution for approval by the Library Director or his/her designee.

**This policy does not apply to meetings or use of the meeting room by the Heyworth Public Library or programs sponsored or co-sponsored by the library.**

## 1. AVAILABILITY AND USE OF LIBRARY MEETING ROOMS

- The library meeting room indicates its maximum capacities. Meeting room users are responsible for ensuring that maximum capacities are not exceeded:
  - **Community Room capacity:**
    - 110 with both doors open
    - 49 with one door open
    - One door must be open at all times during the Community Room's use.
- Although the library will make every effort to avoid scheduling library sponsored or co-sponsored events which conflict with previously scheduled public uses of the meeting room, in the event that such conflicts arise, the library use will supersede the public use.
- Meeting room use will not be scheduled before or after library hours.
  - **Events must be terminated 15 minutes before the library closes.**
- Library staff may attend or observe any event at any time.
- The meeting room and event must be open to the public at all times.
- Library meeting rooms may not be reserved more than **6 months** in advance of the requested use date.
- To insure or promote the accessibility of library meeting rooms to a wide variety of community groups, and so that the entire Heyworth Public Library District community may have opportunity to make use of the limited facilities available, no group may use the rooms for more than twelve (12) meetings per year.

## 2. FREE USE OF LIBRARY MEETING ROOMS

The library meeting room is available for use, **free of charge, to groups or individuals meeting *all* the following criteria:**

- The group or organization sponsoring the event must be a 501(c)(3) non-profit group, a local resident or a local business within the library district boundaries. Determination of whether a group or individual meets these criteria rests with the Library Director or his/her designee.
- The library meeting room is available for educational, cultural, informational or governmental/civic activities. These activities may include public lectures, panel discussions, workshops and other similar functions. No commercial, sales, or profit-making uses of the meeting room are allowed.
- **Fees/Donations** - No fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.
- Individual or organization representative must provide a valid state id or state driver's license or have a current library card.

## 3. RENTAL OF LIBRARY MEETING ROOM to Non-Resident individuals, organizations, or for-profit groups: (Fee Category 3)

Non-Resident individuals, organizations and for-profit groups that meet all the following criteria may be eligible to rent library meeting room. Final determination regarding eligibility to rent the library meeting room rests with the Library Director or his/her designee.

- The library meeting room is available for educational, cultural, informational or governmental/civic activities. These activities may include public lectures, panel discussions, workshops and other similar functions. No commercial, sales, or profit-making uses of the meeting room are allowed.

- **Fees/Donations** - No fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.
- Individual or organization representative must provide a valid state id or state driver's license.

Meeting room rental fees will be charged in accordance with the following fee schedule adopted by the Library Board of Trustees.

Fee Categories:

Category 1	No Charge	Library uses and co-sponsored programs	Library sponsored or co-sponsored cultural events, library programming and library educational events
Category 2	No Charge	HPLD Resident/Non-Profit 501(C)(3) and local businesses.	Educational, Cultural, Informational or Governmental/Civic Activities such as Homeowners associations, public lectures, panel discussions, workshops and other similar functions. 501(C)(3) documentation may be required.
Category 3	\$25.00/per hour (up to 4 hours)	Non-Resident	Non-Resident for-profit groups, individuals or organizations providing educational, cultural, informational or Governmental/Civic Activities. The meeting room and event must be open to the public at all times.
Category 4	N/A	No usage permitted	For-profit groups or organizations soliciting or selling products or services are not eligible to use library meeting rooms.
Additions	\$25.00 Kitchen/ Cleaning Deposit		The Community Room kitchen is not intended for cooking, but to provide a convenient space for the preparation of ready-to-serve items or light

			<p>refreshments. No meals may be served.</p> <p>Depending on the nature of the event (craft, food service, etc.) a \$25 cleaning deposit may be required.</p>
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#### 4. SCHEDULING AND RESERVING LIBRARY MEETING ROOM FOR PUBLIC USE

##### Public Use of Library Meeting Rooms

- All reservations will be made on a first-come, first-served basis. An adult (21 years of age or older) representative of the group must complete and sign the Meeting Room Application and pay any fees owed. The meeting room will only be booked upon approval of the Library Director or his/her designee. The Director or designee will contact the applicant upon approval. If the Meeting Room Application is not received within 48 hours of the initial request for a meeting room, the tentative booking will be released. Do not assume that the reservation has been approved upon submission of the application to the Director. Meeting room agreements must be fully executed and rental fees, if applicable, must be paid no later than 7 days in advance of the requested use date and before a reservation is considered confirmed. Whenever possible, meeting room reservations should be made at least one week in advance of the requested use date.
- **Guarantee** - The library is not able to guarantee that a particular time slot will continue to be available to any organization.
- **Rescheduling** - The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored or co-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options when they arise.
- **"No-Show" Reservation** - If an individual/organization fails to show for a reserved time slot, after 30 minutes the library may cancel the reservation and allow another use of the room. If an individual/organization fails to utilize a meeting room reservation without notifying the library of the cancellation at least three days prior to the scheduled use, or if the Rules of Conduct for Meeting Room Use are not observed, the library may cancel or decline to schedule any future reservations for that individual/organization. Such cancellation will be made at the determination of the Library Director or his/her designee.

#### 5. RULES OF CONDUCT & CONDITIONS FOR MEETING ROOM USE

Library meeting room users must agree to abide by the Library Code of Conduct and the following Rules of Conduct specific to Heyworth Public Library meeting room use:

- **Contact/Registration** - Meeting room users are responsible for scheduling and confirming reservations. The library telephone number may not be used as a contact for the meeting. Library staff will not handle registration or answer questions concerning the organization's use of the Community Room.
- **No Interference with Library Operations** – Public use of the meeting room may not interfere with the library's operation or disturb other library users. Meeting room users must observe the library's Code of Conduct and all library policies.
- **Electronics** - The library is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the library by room users. There are limited electrical outlets available, so preplanning for electronic devices is recommended.

- False Information - Inclusion of false information in the Meeting Room Application will result in automatic and immediate revocation of permission.
- Fees/Admission – No admission or fees of any kind may be charged to attend programs or meetings held at the library.
- Food/Refreshments - Alcoholic beverages are not allowed in the Meeting Room. The library does not provide supplies such as cups, containers, coffee makers, etc. Please note the following regulations related to each room:
  - **Community Room** – Although the Community Room has a kitchenette, the Community Room kitchen is not intended for cooking, but rather to provide a convenient space for the preparation of ready-to-serve items of light refreshments. No meals may be served. Kitchen use requires a \$25 deposit which will be returned upon inspection of the kitchen and meeting room.
- Minors – Groups including minors must be supervised by at least one responsible adult 21 years of age or older. Responsible adult must apply for, sign and take responsibility for the reservation. Groups larger than 20 must have sufficient adult supervisors to maintain a ratio of at least one adult per 10 minors.
- Publicity - Applicant shall not promote their event with the library name and address or location without a signed, approved Meeting Room Application. Advertising materials used at the library (flyers, posters, banners, etc.) shall be submitted to the library for approval and posting will be displayed when deemed appropriate by the library. Publicity for events to be held in the library must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by Heyworth Public Library, unless prior permission to do so has been given in writing.
- Reservation Reassignment - Groups or organizations may not assign their reservations to other groups or organizations.
- Responsibility – The meeting room and other library spaces must be left in their original condition, neat, clean, and undamaged. Nothing can be taped, tacked or otherwise adhered to the Community Room walls. Excessive amounts of garbage (beyond the capacity of trash receptacles provided in the meeting rooms) must be removed to the library dumpster (located at the southwest back corner of the library) near the entry to the bank drive thru lane. Users (the signer of the Meeting Room Application) must pay the cost to clean or repair any library equipment, furniture, facility, or grounds they damage. The meeting room shall be inspected and secured by library staff before departure of a group.
- The individual, who signs the Meeting Room Application, as well as the membership of the group or organization as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of a meeting room and for the supervision of all minors attending the activity.
- Room Set Up - Individuals and organizations using library facilities are responsible for room set up and take down. Furnishings and equipment must be replaced in the locations in which they were found, or placed according to specific instructions provided by staff within the hours booked by the individual or organization.
- Printed Materials/Literature – Users shall not distribute personal or group literature, brochures and other materials to library patrons outside of the meeting room in the library building. Persons or groups using the meeting rooms shall not leave printed materials on library property without prior approval of the Library Director in accordance with Library Policy.
- Room Departure – A representative must notify a staff member when use of the room is done.
- Storage - The library is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The library is not able to provide storage space for materials or equipment between

meetings. The library will not accept deliveries on behalf of the group. Items left in the meeting room will be moved to lost & found or discarded.

- Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless Heyworth Public Library and its appointed officials, boards, committees, agents and employees (collectively, the "library") against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the library or which the library may pay, sustain, or incur by reason of the use of library facilities by sponsoring individuals or organizations.
- Authorization to use library facilities may be revoked by the Library Director or his/her designee upon violation of any policy, rule or procedure. Persons or organizations refused the use of the meeting room or persons or organizations whose privileges to use the meeting rooms have been revoked, shall be informed of the right to appeal in writing to the Library Board of Trustees. Such appeals must be submitted in writing to the Library Board within 10 days after notice of the refusal to use the meeting rooms or the revocation of use of the meeting rooms.

Heyworth Public Library District  
Board of Trustees  
119 E. Main St.  
Heyworth, IL 61745

- ✓ *Library staff will assist organizations in filling out this Meeting Room Request Form.*
- ✓ *Library staff will keep a copy of the completed and signed form on file.*

**Library Staff complete the following:**

NAME OF ORGANIZATION REQUESTING THE ROOM:

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

LIBRARY CARD # or STATE ID or STATE DRIVERS LICENSE: (circle which is used)

\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DAY/DATE OF MEETING: \_\_\_\_\_

NUMBER OF PEOPLE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

**Organization agrees to the following:**

**FURNITURE ARRANGEMENTS:** Each organization is responsible for its own furniture arrangements. Organizations/persons using the library meeting room must leave the room arrangement in its original configuration.

**REFRESHMENTS:** Refreshments are permitted in the meeting rooms. No alcoholic beverages are allowed in library meeting room or on library premises. If refreshments are served, the tables, chairs, and carpets must be cleaned afterward by the organization. All utensils, coffee pots, coffee, beverages, and refreshments must be provided by the group.

**CLEAN-UP/DAMAGE:** Organizations/persons using the meeting rooms are responsible for the supervision of the activity and its participants. Each organization reserving a meeting room is responsible for any and all damage to library property or equipment incurred during the use of the facility. It is the responsibility of the organization to set the room up to its own specifications and then to clean up after the use of the room, generally leaving it as it was found.

**HOLD HARMLESS:** For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Heyworth Public Library District from any and all actions or suits relating to its use of such rooms and facilities

**VACATING THE MEETING ROOM:** All groups must vacate the meeting room no later than their agreed-upon end time.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_