

## Meeting Room Policy (Page 1)

### Introduction

The library provides meeting rooms for community use as a free public service.

### Allowed use examples (not inclusive)

1. Club events, (investment, soccer, veterans, youth, etc.).
2. Meetings, (business, not-for-profits, unions, associations, political parties, etc.). Not-for-profit organizations may collect dues, fees, or event charges.
3. Classes offered by not-for-profit educational institutions, local municipalities, Winnebago County, or their subdivisions. (Class fee OK.)
4. Home-school classes, meetings, events, etc. (Class and event fees OK.)
5. Religious meetings, clubs, events, services, etc.
6. Political meetings, candidate forums, legislator “listening sessions,” etc.
7. Events that are closed to the general public. (Library staff have an absolute right to enter any meeting room at any time to ensure that the Meeting Room Policy is being followed and/or to enforce these regulations.)
8. Legal negotiations, proceedings, conflict resolutions, etc.
9. Recitals (piano, voice, etc.).
10. Tutoring (fee or free).
11. Individuals (or formal or informal groups) studying, reading, talking, etc.
12. Fundraising events for not-for-profit organizations.

### Prohibited uses

1. Commercial events, including educational classes or seminars, which charge a fee.
2. Commercial events where products, services, or memberships are advertised, solicited, or sold. (Library sponsored or co-sponsored performers may sell merchandise related to their performance.)
3. Gambling, in any form.
4. Purely social events, e.g., parties, receptions, showers, etc.
5. Any event that is disruptive of normal library operations or services.

### Regulations

1. Groups or individuals using a meeting room shall not publicize their event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the library, unless permission to do so has been given in advance by the library director or designate.
2. Groups or individuals using a meeting room shall be responsible, jointly and severally, for reasonable care of the room and its furnishings and equipment and shall pay for any damage caused or inflicted by an organization, its members, affiliated persons, guests, invitees, etc.
3. Nothing may be taped, hung, tacked, etc., to any walls, windows, doors, furniture, tables, or any other library surface or object. (Easels are available.)
4. The library will not accept calls or relay messages to persons attending meetings except in emergencies.

## Meeting Room Policy (Page 2)

5. The meeting rooms are available from opening time until 15 minutes before closing time. Events must end (and clean-up be completed) 15 minutes before closing time to provide for orderly closing of the library.
6. Meeting rooms may be reserved up to three months in advance.
7. Regular meetings/events may be scheduled on a continuing basis with approval of library staff (who will judge the request against potential future meeting room needs—library events have priority).
8. If necessary, the library reserves the right to transfer individuals or a group to another meeting room in the library.
9. If an event is cancelled, the meeting room user shall contact library staff as soon as reasonably possible. Failure to do so, particularly more than once, may result in suspension of meeting room privileges.
10. Meeting rooms shall be left in an orderly condition. If library staff must provide more than reasonable cleanup, a \$25 fee will be charged.
11. All meeting room fees owed must be paid before a group or individual may reserve or use a meeting room again.
12. Fire exit doors shall not be blocked in any way.
13. No furniture may be moved in or out of meeting rooms, except for tables and chairs from the storage room to the Shattuck Community Room and vice versa.
14. No storage space will be provided.
15. Shattuck Community Room users shall not adjust the sound system console or any components in any way.
16. Smoking and the consumption of alcohol are prohibited anywhere in the library.
17. The Shattuck Community Room kitchenette may be used by those using that room. If library staff must provide more than reasonable kitchenette cleanup, a \$25 fee will be charged.
18. Refreshments and light meals may be served in all meeting rooms, but cooking is prohibited (except for library-sponsored demonstrations). More extensive meals are allowed in the Shattuck Room only. Anyone serving food is responsible for cleaning up the room and for not leaving any food behind. The library does not provide coffee makers, dishes, utensils, paper products, etc.
19. The library shall not be responsible for any material used in or left in a meeting room.
20. The library shall not be responsible for any personal property loss or damage.
21. As a courtesy, the library will try to set up the meeting room in a manner convenient to the group using it. If library staff cannot do so, however, the group using the room shall be responsible for any take down or set up that it requires.

22. The library director has the authority to issue reasonable meeting room rules and to revoke permission for use of meeting rooms if this policy or those rules are not followed. (The director may use discretion for minor parts of this policy.) Any person or group may appeal that revocation to the library board at a regular meeting with seven days advance written notice to the library director.

### **Equipment**

The following equipment is available for use in the Shattuck Community Room only:

1. Movable podium with computer pullout shelf.
2. Projection screen.
3. Microphone and sound system.
4. Easels.
5. Grand piano (special rules apply—ask for policy).
6. 20 six-foot long folding tables.
7. 125 stackable plastic chairs.
8. Kitchenette:
  - a. Refrigerator
  - b. Microwave
  - c. Sink

### **Meeting Rooms**

All rooms are accessible to persons with disabilities. Rooms numbered in the 100s are on the first floor, 200s are on the second floor.

#### **Shattuck Community Room (Room 105)**

Dimensions: 36' X 49'

Occupancy: 125 people “auditorium” style

#### **Conference Room 108**

Dimensions: 9' X 11'

Occupancy: 6 people around conference table plus 2 along wall

#### **Conference Room 109**

Dimensions: 13' X 16'

Occupancy: 8 people around conference table plus 10 along walls

#### **Aylward Conference Room (Room 201)**

Dimensions: 12' X 24'

Occupancy: 12 people around conference table

#### **Carpenter Conference Room (Room 202)**

Dimensions: 12' X 24'

Occupancy: 12 people around conference table

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