

Meeting Room Use

The intent of this policy to establish guidelines and procedures for the use of the Sherrard Public Library District meeting rooms. The Library Director retains final authority for approving requests to use library meeting rooms. Questions, which are not covered in this policy, should be addressed to the Library Director. Call 309-593-2178.

General Guidelines

- Meeting rooms (Programming Room and Quiet Reading Room) are provided primarily for library-related activities such as story hours, film programs, book reviews, discussion groups, and other events sponsored or co-sponsored by the Library and related to furthering the use of library services.
- Non-profit groups whose objectives relate to the Library's services and goals as an informational, educational, cultural, and civic service institution may use the meeting rooms for gatherings, free and open to the public during normal library hours.
- A \$25 cleaning deposit is due at the time the reservation is made. After the event, the meeting room will be inspected by a library staff member. The \$25 cleaning deposit will be returned to the applicant after the library staff member determines that the room is sufficiently cleaned and that no damage to the property or to library equipment has occurred.
- Use of the Library's meeting rooms does not constitute Library endorsement of viewpoints expressed by participants. Advertisements or announcements implying such endorsements are prohibited.
- Utilization of meeting rooms must be in full compliance with all local, state, and federal laws.
- Library needs may preempt any other scheduled events.

Rules of Use

Reservations

- Requests for use of the meeting rooms may be made in person, by telephone, or in writing. Information provided must include name of organization, name of responsible adult, telephone number, and number expected to attend. Requests will be honored on a first-come, first-served basis. The \$25 cleaning deposit is required at the time the reservation is made.
- To provide an opportunity for new groups to use the meeting rooms, organizations meeting on a repeating basis cannot reserve meeting rooms more than 60 days in advance.
- Notice of cancellations must be made no later than 48 hours prior to the scheduled meeting day.
- Meetings will not be scheduled before or after library hours. Group representatives will not be permitted to enter the library, nor will deliveries be accepted, before the regular opening time.
- No group may assign its reservation to another group.
- Individuals reserving rooms must be at least 18 years old. The individual making the reservation, as well the membership of the group as a whole, will be held responsible for any and all damages as a result of the use of the facilities.
- Permission to use library meeting rooms may be withheld from groups damaging the room, carpet, equipment, or furniture; causing a disturbance, or any other failure to comply with the rules and regulations.
- Meetings should conclude 15 minutes before the Library closes.

Restrictions

The meeting room may not be used for:

- Social gatherings such as showers, birthday parties, etc.
- Commercial groups or purposes, such as in-service training programs, clubs bake sales, etc.
- Gatherings held for financial gain.
- Activities or noise levels that disturb normal library operations.

No admission charges, collections (except for regular club dues), or any other money-raising activities may be attached to any community group meeting held in the Library meeting rooms.

Care of Facilities

- Meeting rooms are to be left as they are found.
- Furniture and equipment from the main area of the Library must not be brought into meeting rooms.
- Groups using meeting rooms are responsible for any special arrangement or rearrangement of furniture. Library staff will not aid in furniture or equipment arrangement.
- Attendance at meetings must be limited to the capacity of the individual meeting room.
- Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- Use of additional furniture: No additional furniture or equipment, other than audiovisual aids, may be used without prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time.
- Equipment, supplies, or personal effects cannot be stored or left in the library meeting room before or after use.
- Smoking is not permitted in meeting rooms or in the Library.
- Group activities involving more than normal wear and tear on rooms are not permitted; for example, classes involving paints and other staining materials.
- The Library reserves the right to discontinue use of rooms by any group that disturbs the usual regulations and procedures of the Library or creates a nuisance.

Serving of Food

- Request to serve food must be submitted in advance.
- Simple refreshments (coffee, doughnuts, etc.) may be served in the meeting rooms.
- No meals may be cooked on the premises. Catered meals and covered-dish meals may be served.
- Dishes, kitchen utensils, and cleaning supplies must be furnished by the user organization. Any items stored in the cabinets are for Library use only.
- Refreshments may NOT be taken out of the meeting rooms.
- Alcoholic beverages are not allowed.