

## MEETING ROOM PUBLIC USE POLICY

Revised 03-16-06

### I. GENERAL PRINCIPLES

1. When not being used by the library or its affiliated organizations, the library has two meeting rooms available for use by in-district groups engaged in educational, cultural, intellectual or charitable activities. These rooms may also be combined to form one large meeting room for an additional set-up fee.
2. All meetings must be open to any member of the public wishing to attend.
3. The public meeting rooms are not available for commercial, for-profit or fund raising activities; purely social functions (e.g.; receptions, birthday parties, showers, etc.); or activities that, by their nature, are disruptive to the library routine (e.g.; loud rallies or ceremonies). Noise resulting from public use of meeting room use must fall within levels that are acceptable and consistent with normal library operations.
4. Use of materials that are hazardous or likely to require extensive cleanup are not permitted.
5. All library policies apply to use of meeting rooms. Library policy manuals are located at all public service desks.
6. No admission fees may be charged or collected. Fees may only be charged to cover the costs of program materials or supplies that participants may take home with them.
7. Sales are not permitted.
8. Workshops, seminars or other such “educational” presentations including, but not exclusive of, financial, estate, and/or retirement planning or related topics will be considered “for-profit” activities and will not be permitted unless sponsored as an official library program.
9. Groups using the meeting room are responsible for their own publicity. All advertisements must clearly state that the meeting is not sponsored by the library.
10. No group meeting at the library shall use the library as its official address or contact location.
11. Storage of goods by organizations using the meeting room is not permitted.
12. Room set-up arrangements must be made at the time of application. Library furniture may not be rearranged or borrowed from other parts of the library without prior permission from library management.
13. All groups using the library’s meeting rooms are expected to leave the rooms in a clean and undisturbed condition. Failure to do so will result in forfeiture of security deposit.
14. Groups using the meeting room must reimburse the library for any damages that occur to the library building, furniture, or equipment. Fines and/or fees may be charged to the contact person’s library account if restitution for damages are sought and not remitted in a timely manner.
15. Attendance is limited according to posted occupancy limits. These limits are set and enforced by the Mundelein Fire Department and are based on the size of the room used and furniture set-up. Emergency exits must be kept clear at all times.
16. Groups and organizations that wish to use the library’s meeting room must have at least one adult member who resides within the library’s district and has a valid library card in good standing and will act as main contact person for the group. The contact person shall assume all responsibility for the use of the room and the actions of the group.
17. Use of meeting space for any organization or group is limited to 12 times per year and one use per month. The meeting room may be scheduled up to 12 months in advance.

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Revised 03-16-06

18. Any organization or group using the meeting room shall indemnify and hold harmless the Fremont Public Library District for any and all accidents which may be sustained on the premises, or for loss or damage to personal property while on the premises.
19. Any food served should be limited to light snacks. Beverages should be served in containers with tight fitting lids. Cooking or reheating of food is not allowed.
20. No smoking or alcohol is allowed.
21. The sponsoring group is responsible for insuring that their meeting complies with requirements of the Americans with Disabilities Act.
22. Groups with members under the age of 18 must provide adult sponsors at a ratio of one for each ten children.
23. Groups must provide their own childcare if members bring their children. Children under the age 8 must remain with an adult at all times.
24. The library requires meetings to end 15 minutes prior to posted library closing time, which will allow the contact person to sign out and all participants to safely leave the building or make arrangements for transportation before the library is closed.
25. Failure to abide by these rules may result in loss of deposit and cancellation or refusal of future reservations.

### **II. PRIORITY FOR USE OF THE ROOMS WILL BE GIVEN TO:**

1. Library sponsored meetings, programs, and events.
2. Meetings, programs, and events sponsored by library-affiliated organizations.
3. Meetings, programs, or events co-sponsored by the library with other organizations.
4. Other meetings or events, which meet the library's policies.

### **III. FACILITIES AVAILABLE**

1. Two individual meeting rooms – capacity 36-45 each, depending on furniture set-up.
2. Large Meeting Room (combination of two smaller rooms) - total capacity 72-90.
3. Sink and coatroom adjacent to meeting room A.
4. Public restrooms and vending area in close proximity.
5. Standard setup is table and chairs in classroom arrangement.
6. All rooms are handicapped accessible.

Meeting rooms are available Monday-Thursday 10:00 am to 8:45 pm and Friday 10:00 am to 4:45 pm.

### **IV. FEES**

Certain fees may be charged by the library and are intended to cover the library's maintenance and overhead costs. It is the Library Board's intention that the meeting room facilities should be self-supporting.

#### **Meeting Room Fees:**

##### **Non-Profit organizations:**

There is no charge for qualifying non-profit organizations to use an individual meeting room. There is a charge of \$25 to combine the two individual rooms into one large meeting room.

## MEETING ROOM PUBLIC USE POLICY

Revised 03-16-06

### **Security Deposits:**

All groups are required to provide a \$50.00 security deposit to confirm their reservation(s). The deposit will be returned to the organization after the scheduled meeting is complete and a library staff member has verified that there has been no damage to the room and that no additional or extensive clean up is required. In the case of multiple reservations, one security deposit will cover future reservations, provided the room is left in satisfactory condition after each use.

### **Standard Equipment:**

Standard room set-up includes the following equipment at no charge:

Coat rack	Podium
Chairs	Tables
Easel	Viewing Screen

### **Fee-based equipment:**

\$15.00	Projection unit
\$15.00	Dry Erase Board
\$15.00	Coffee maker
\$25.00	27" television w/VCR or DVD and cart
\$100.00	Stage set-up

Availability of fee-based equipment may vary.

### **Alternative room set-up fees:**

Other optional furniture configurations are available for a \$25.00 set up fee --- see application form.

NOTE: If the room is changed in any way from the original set-up or not cleaned properly the group will forfeit their deposit and be liable for any damages in excess of security deposit.

## **V. RESERVATIONS**

1. Applications must be made in person through the library's Administrative office. Applications must be completed, signed and include a deposit before meeting space can be reserved.
2. All applications are subject to library approval and must be made with a minimum of one week advance notice.
3. Applicant must be 18 years of age or older, reside in the Fremont Public Library District and have a current valid library card in good standing.
4. Reservations will be accepted in the order in which completed application forms are received.
5. Applications will be accepted up to 12 months in advance.
6. The library reserves the right to change or cancel meeting room reservations due to unusual circumstances and will notify groups at least 48 hours before the scheduled meeting.

## **MEETING ROOM PUBLIC USE POLICY**

Revised 03-16-06

7. The library requests that organizations or groups notify the library of a cancellation no less than 48 hours before the scheduled meeting.
8. Room setup arrangements and equipment requests must be made at the time of application.
9. The meeting room may be reserved for up to four hours in a single day.
10. No group may transfer a room reservation to another group.