

Policy 500 Meeting Room Policy

Overview

Providing meeting room space is a valuable civic service to the community. The Library strives to make use of meeting room space while also maintaining a careful balance of priority for Library programs and managing the operational specifics that allow for use. Use of the rooms is provided on a limited basis as the Library experiences key constraints affecting human resources, custodial services, and administrative staffing.

The Library makes available its meeting rooms for use by SGPLD cardholders, not-for-profit groups, and governmental organizations, provided there is one designated responsible contact. Priority is given for non-commercial, cultural, informational, educational, intellectual and civic purposes. Business, private and social use of the Library meeting space is allowed provided a reasonable rate of hourly usage is paid and there is one designated responsible contact. All meetings must be reserved by the responsible contact individual that will remain on site of the meeting and provide a valid Driver's License at the time of check-in.

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. Use of the meeting rooms does not constitute sponsorship or endorsement of the content of the meeting by the Library or the Board of Trustees. Advertisements for meetings held in the SGPLD Library may not be displayed in such a manner as to suggest Library sponsorship.

The room may not be used for religious services, political electioneering or candidate promotion, any use that constitutes a violation of state or federal laws. Meetings may be terminated or refused space if it constitutes a clear danger to the staff or community.

Room availability is contingent on there being no conflict with Library programs or meetings, which have first priority at all times. The Library reserves the right to determine use of the rooms and to cancel or reschedule all arrangements without liability.

The following policy points apply:

- At the time of reservation the contact individual must provide a clear purpose of the meeting and name of the organization or 501c3 status. At the time of check-in the responsible party must provide a driver's license, agree to any associated charges as a result of the room usage and complete the checklist.
- If a room is a paid usage, payment must be made prior to room usage three days in advance. This may be accomplished by utilizing the online payment system, mailing a check, or delivering payment in person.
- All meetings must be open to the general public except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act.

- Activities held in the library are subject to the requirements of the Americans with Disabilities Act (ADA). Groups and organizations must comply with applicable ADA requirements when using library meeting rooms.
- Room use is limited to the operational hours of the Library. Any exceptions to the policy will be handled on a case by case basis by the Library Director, and subject to very limited staff availability.
- Meetings shall not interfere with the public's use of the Library in any way. Examples of such interference include, but are not limited to, excessive size, noise, activity outside the meeting room, or any other disturbance.
- Any use of the room with minor children shall require adequate supervision and adult moderation of the activities. A minimum of 1 adult for every 8 children is requested. The adults shall monitor behavior, be responsible for cleaning and organization of the room, and encourage respectful treatment of the Library facility and staff.
- The individual/group/organization shall indemnify the Library and hold the Library harmless from all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees, arising out of or relating in any way to use of the rooms by the individual/group/organization.
- Meeting room users will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct.
- Library staff will provide minimal assistance with the Library's equipment. Patrons must be conversant with their own equipment, especially laptop computers. Library staff cannot assist groups with transporting materials into or out of the meeting rooms or building.
- A \$25.00 cleaning fee may be assigned if the room is not left in reasonable condition, or further charges may be applied due to damaged or broken resources.
- This policy is not all-inclusive. Approval of individual meeting situations not described here will be determined by the Library Director, who is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

A. Free Civic Usage: Board Room and Back Porch

The following rooms are available for free limited usage to non-profits, civic groups, and other cultural or educational organizations. Each organization is limited to 2 hours of free usage per visit, and may reserve a room a maximum of 6 times per calendar year January – December. A non-profit certificate may be requested for verification. Users may not circumvent restrictions or attempt to obtain additional free usage as the contact and group name will be monitored or limited by the Library.

Businesses, for-profits, social functions, and other organizations such as a homeowners association or individualized group do not qualify for free usage. Determinations may be made by the Library Director or Board of Trustees.

Additional use of the rooms beyond hourly allotment or calendar year restrictions may be obtained for a \$25.00 per hour fee.

The following stipulations apply:

- A \$25.00 cleaning fee will be applied if the room is not restored to original and clean condition.
- All trash must be bagged neatly, and the room swept if necessary using a provided sweeper.
- Glitter or materials that may damage the furniture and room are prohibited.
- Food is limited to simple snacks and/or beverages.
- Each requestor must sign a procedure checklist prior to usage.
- Each group must be aware and respectful of other patrons using the Adult Area for quiet study and reading; monitor door and in/out as to minimize noise.

1. Back Porch

Capacity as furnished 7-15. This room has a casual feel with soft seating and low tables. Set up fee applies to change furniture. Wireless Internet access and outlets are available. Additional chairs may not be supplied for this area. The closed outdoor area may be utilized as needed.

2. Board Room

Capacity 10-15. Furniture is fixed in a boardroom seating configuration and may not be moved. Available technology may be utilized free of charge. This room will not be available for reservation during early voting sessions, book discussion times nor Board meetings.

B. General Use: Group Study Rooms

Two rooms with capacity of four or fewer. Available on a walk-in basis or reserved up to 7 days in advance. SGPLD cardholders take priority over out of district users. Users are limited to 12 hours per week or less. Each study room contains a table and chairs, outlets, and wireless Internet access.

There is not a designation for usage and are open to all the public.

C. Charges for Room Usage: Main Meeting Rooms

The main meeting room of the Library has a variety of options including a half room for smaller seating, and combined rooms for large capacity crowds. Coatracks and access to a kitchen with limited supplies are available.

A cancellation must be received 3 days in advance; cancellations with less than 3 days notice will still require a fee to be paid as staff time has been scheduled around the meeting whether it occurs or not. In order for the room to be utilized the room fee must be received 3 days in advance. Any adjustments to deadlines are at the discretion of the Library Director as allocations of human resources are involved.

A non-profit may pay the reduced rate for hourly usage provided a 501c3 certificate is detailed on the reservation or a clear determination of a civic status may be made. A business or external group may pay the affordable full fee for hourly usage.

The patron must designate the room set up (table and chair configuration) at the time of reservation.

Main Meeting Rooms: Usage Fee Per Hour

Combined Space: Room C: 256 persons (\$50/hour for non-profit OR \$100/hour for-profit)

When divided: Room A: 110 persons, seated auditorium style (\$25 for non-profit/\$50 profit)

Room B: 80 persons, seated auditorium style (\$25 for non-profit/\$50 profit)

Technology: Meeting Room A and Meeting Room B each provide a podium with a microphone and audio visual capable desktop computer with connectivity to the Crestron system, plus controls for lighting, 58 x 104" screen, window shades, Blu-Ray DVD, a ceiling mounted projector via touch panel, Mediacom Cable, and wired and wireless connections for Internet access. Combined Meeting Room C a 65" x 116" screen and 5.1-surround sound.

D. Charges For Profit Room Usage: Back Porch and Boardroom

A for-profit, private organization, limited social function, or one not a designated 501c3 may utilize the Back Porch or Boardroom for a fee of \$25.00 per hour. Wireless connectivity is available in both rooms, and a flat-screen is accessible in the Board Room. Furniture may not be adjusted in the room spaces.

E. Specifics of Use

Availability

The meeting rooms are available as follows:

Monday through Thursday: 10:00 a.m. - 7:45 p.m.

Saturday: 10:00 a.m. - 3:45 p.m.

Sunday: 2:00 p.m. – 5:45 p.m.

Using the rooms beyond the operational hours of the Library are entirely at the Library Director's discretion and subject to limited staff availability. Adequately staffing the Library during general operational hours must remain a priority and staff time may not necessarily be diverted to serve meeting rooms.

All meeting room bookings, except for the study rooms, are made through the Library's web site. Staff will follow up with any questions or determinations concerning usage. Rooms may be reserved up to three months, but not less than 3 days, in advance.

Set-Up

It is the responsibility of the person reserving the room to specify the room configuration. Library staff time is required to set up rooms in advance of a meeting. Library staff will set up and take down the room. If no setup configuration information is provided, the booking party is responsible for room setup with tables and chairs provided by the Library. Each group is responsible for returning the room to a clean and orderly state whether a free or paid usage.

Additional Fees

- A \$25 fee or the cost of professional cleaning, whichever is more, is required if additional cleaning is required.
- A \$25 fee is required for any group that does not leave the Library at their scheduled end time.
- A \$10 fee applies to the use of the kitchen.
- No refunds for cancellations within 3 days of any room reservation date.

Technology

Use of the screen and wireless internet access are available at no charge. The computer technology may be utilized, however staff time may be limited in assistance.

Meeting Room A and Meeting Room B each provide a podium with a microphone, controls for lighting and window shades, a 58 x 104" screen, and wireless connections for Internet access. The combined Meeting Room C also provides these items, but has a larger 65" x 116" screen. A portable projector with self-contained audio is available for Meeting Rooms A and C, providing for user connections via HDMI or VGA (with 3.5mm audio if needed).

Meeting Rooms B and C each have an audio visual capable desktop computer with connectivity to the Crestron system, limited CD/Blu-Ray/DVD playback, Microsoft Office apps and ceiling mounted projectors.

Refreshments

The fee for kitchen use is \$10. Light refreshments may be available from the café. Arrangements should be made with the café personnel ahead of time. If the kitchen is not required, then no additional fee applies if an organization serves light refreshments for an event.

F. Partnerships

The Library reserves the right, with discretion of the Board and Library Director, to waive charges if the Library engages in a genuine partnership with an entity in order to bring non-profit, civic or educational collaborative opportunities to the community. Examples may include a partnership to provide senior programming, allowing an entity to present a community program that the Library promotes.

The Library may also waive charges if the Library is a member of an organization requesting use and/or participatory as a contributing entity. This use shall be limited and scope and carefully considered in alignment with the Library's outreach and programming goals.