

ARTICLE VII

7.1. KEWANEE PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

The Kewanee Public Library District has meeting rooms whose primary purpose is in support of library functions, meetings and programs. These rooms are available for use by individuals, groups and organizations.

THE FACILITIES

The Community Room is a large meeting room which has a capacity of 100 persons in chairs arranged auditorium style. With tables, the room has a capacity of 75. Meeting room capacity may not be exceeded. This room is located on the second floor and is ADA accessible by the elevator.

CONDITIONS

Organizations not affiliated with the Kewanee Public Library District may use the meeting rooms only when all of the following conditions are met:

1. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.
2. The meeting is open to library personnel and to the public. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
3. The organization assumes all responsibility for set-up and clean-up.
4. No fee may be charged, no collection may be taken, and no purchase may be required by those who attend.
5. Meetings that begin and/or end outside of regular library hours will depend on the availability of library personnel.
6. For building security purposes, there is a \$25 fee for meetings beginning outside of regular library hours. There is an additional \$25 fee for each additional hour of use. There is a \$25 per hour fee for meetings beginning during library hours that continue past library closing. Fees are to be paid in advance.

PRIORITIES FOR USE

Priorities for granting use will be as follows:

1. Kewanee Public Library District and library affiliated/sponsored groups.
2. Non-profit educational, informational, cultural or civic groups and organizations having at least one adult member who is a library district resident.
3. Non-profit educational, informational, cultural or civic groups without a library district resident.

GENERAL MEETING ROOM USE RULES

Requests for meeting room use must be made to library staff in advance. Requests may be made up to 90 days in advance. Requests will generally be honored in order of application. Requests for use by the same group in excess of once each month will only be granted if there are no conflicting requests. An application for meeting room use must be on file.

The contact person for each group is responsible for ensuring that each member of his or her group is aware of and abides by these rules.

The library district reserves the right to revise any meeting arrangements scheduled if necessary and to preempt an established reservation upon reasonable notification.

In the event of a building emergency or weather-related emergency, meetings may be canceled.

Use of the meeting room does not constitute library district endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.

No publicity for the meeting will involve the library in any way other than as a place of meeting. No group or organization meeting at the library shall use the library as its official address.

No signs, posters, or announcements may be placed anywhere in the building without the express permission of the Library Director.

Groups using the meeting room must comply with all applicable State and Federal laws and regulations – such as hiring an interpreter or providing auxiliary aids required under the Americans with Disability Act when requested by the public.

Groups using the meeting room may not discriminate on basis of race, sex, color, creed, national origin, age, religious belief or handicap, against any person requesting admission to the meeting.

The group agrees to indemnify and hold the Library District harmless from any and all claims, suits, damages costs, losses, and expenses in any manner resulting from or arising out of the group's use of the room. The Library District reserves the right to require a certificate of insurance.

The organization will be responsible for any advance preparations and room set-up, and for leaving the facilities in the same order they were before the meeting. A \$50.00 clean-up fee may be imposed on any group violating this requirement.

The library does not provide porter service to carry supplies and equipment into the meeting room.

Any person or group using the meeting room will be responsible for the cost of repair of any and all damages done to library property.

Groups agree to pay for any security measures that the Library District or law enforcement officials determine are reasonably required in connection with any meeting proposed by the group. At least 48 hours prior to the meeting, groups shall deposit funds with the Library District, as the Library District reasonably deems necessary in light of the relevant circumstances, to cover the cost of such measures.

Refreshment supplies such as paper supplies, kitchen utensils, table service and any foods or beverages are not provided by the library.

Library District audiovisual equipment may be available for use with proper advance request. Library staff is not available to operate equipment.

Smoking and alcoholic beverages are not allowed in any area of the Library.

Groups younger than 18 years old must have adult supervision who assumes responsibility for the group's activities and for the care of property and facilities.

The library is not responsible for lost or damaged items used or left in the building by the group. No items may be stored at the library.

Future use of the meeting room may be restricted or denied for any violation of these rules.

PROHIBITED USES

Gambling activities, including, but not limited to, bingo, raffles and games of chance for monetary prizes or other things of value.

Strictly social functions including, but not limited to weddings, anniversaries, showers, card parties, birthday and social club parties.

Any other activity which, in the judgment of the Library District would materially and substantially interfere with the ordinary functions and activities of the Library and which may cause excessive noise, safety hazards and/or a threat to public health, safety and property.

REVIEW PROCESS

Groups may appeal any decision of the Library District under this Meeting Room Policy to the Board of Trustees.

Such an appeal shall be filed in writing with the Library Director within 10 days after notice of the decision is given to the group. Such notice will be deemed to have been given to the group when the decision is personally delivered in writing to the group or when notice is sent to the user by first class mail to the registered address.

In the event of such an appeal, the Board of Trustees may hold a hearing for the purpose of hearing evidence relevant to the appeal.

Within 30 days the Board of Trustees will make a final decision regarding the matter.

7.2. APPLICATION FOR USE OF MEETING ROOM

Name of Organization _____

Purpose of Meeting _____

Name & Position of Contact Person _____

Address and Phone Number of Contact Person _____

Date(s) of Meeting(s) _____

Time of Meeting (Beginning and Ending) _____

Expected attendance for statistical reporting _____

Agreement

I have received and understand the policies governing use of the library meeting room. I accept responsibility to see that the organization I represent abides by the established rules and regulations.

Signature of Contact Person

Date

7.3 QUIET STUDY ROOM

1. The Quiet Study Room may be used for 2 hours. After 2 hours, patrons may continue to use room as long as no one is waiting or requesting the room.
2. Patrons should sign in and out of the quiet study room at the front desk.
3. No loud noise or inappropriate behavior is allowed in the quiet study room.
4. The quiet study room may be used for tutoring on a first come, first served basis.
5. If not being used for programs or other library uses, the Community Room may be used as a quiet study room when necessary.