

**Cherry Valley Public Library District**  
**Public Meeting Room Policy**  
**(Updated 9/27/16, 9/25/18, 6/28/22)**

**PURPOSE STATEMENT:**

The Friends of the Library Public Meeting Room (Large Meeting Room), the 21st Century Conference Room (Conference Room), and the Farrell CPAs Literacy Room (Literacy Room) (collectively “Meeting Rooms”) of the Cherry Valley Public Library District (Library) will be used first and foremost for Library programs and Library needs. Subject to this Public Meeting Room Policy (Policy) and to the Library’s general rules and regulations, non-profit community groups and associations, governmental entities, businesses and individuals may submit applications to reserve the Meeting Rooms. This Policy may be amended by the Library Board as needed.

The Meeting Rooms will be considered reserved only after approval by the Library Director or his/her designee, fees (if any) are received, and confirmation has been sent to the contact person of the group. People attending the meetings are subject to all Library rules and regulations.

Any exemptions to this Policy must be approved by the Library Board. The Library Board reserves the right to determine justifiable use and cancellation for just reasons (such as inclement weather).

**POLICY:**

**I. AVAILABLE ROOMS, EQUIPMENT, AND FURNISHINGS:**

In accordance with the “Priorities for Use of the Meeting Rooms” set forth below, and upon proper compliance with the procedures set forth in this Policy, the following Library rooms, equipment, and furnishings may be available for public use:

1. **Literacy Room** (capacity: 4) one 40” square table and four chairs;
2. **Conference Room** (capacity: 16) four 40” square tables, up to 16 chairs, and a 40” flat screen TV with internet capability;
3. **Large Meeting Room** (capacity: 80) up to 80 chairs, and ten folding tables that measure six to eight feet in length.

Equipment and furniture are available to be reserved through the library’s online room reservation system.

Depending on the needs of the Library at any given time, one or more items of equipment may not be available for use by an applicant or entity seeking the use of

a Meeting Room. Applicants should request specific equipment when completing their applications.

## **II. RESTRICTIONS ON USE OF MEETING ROOMS:**

The Meeting Rooms may not be used for:

1. Social events or gatherings;
2. Fundraising activities, other than groups raising funds to benefit the Library;
3. Groups or associations wishing to charge an entrance fee or donation at the door to benefit their own organizations;
4. Any illegal activity or uses which advocate or incite illegal activities;
5. Programs that may disrupt the quiet use and enjoyment of the Library by members of the general public. Without limiting the generality of the foregoing prohibition, the Meeting Rooms may not be used to hold “rallies”, demonstrations or other similar events, and no loud music or other sound which is audible in other parts of the Library (at levels which would be disruptive to patrons of the Library) will be permitted; and/or
6. Any for-profit activities other than the following:
  - a. Tutoring or literacy training;
  - b. Conferencing;
  - c. Introducing a new service or business (i.e., making a presentation and booking follow-up appointments that will not be conducted in the Meeting Rooms);
  - d. Depositions; and/or
  - e. Home product sales and services.

## **III. PRIORITIES FOR USE OF MEETING ROOMS:**

Priorities for use of the Meeting Rooms (in order of preference):

1. The Library’s own programs;
2. A program in which the Library is a sponsor, participant, or cooperating sponsor;
3. Occasional (twice per month maximum) use by nonprofit community groups, organizations or governmental bodies that are located within the District’s boundaries or whose representative applicant is a current Cherry Valley Public Library District card holder in good standing on a first come, first served basis;

4. Occasional (twice per month maximum) use by nonprofit community groups, organizations or governmental bodies that are located outside of the District's boundaries and whose representative applicant is not a current Cherry Valley Public Library District card holder in good standing on a first come, first served basis;
5. Occasional (three times per week maximum) for-profit tutoring or for-profit literacy training in the Literacy Room specifically;
6. Occasional (once per month maximum) use by for-profit businesses that are located within the District's boundaries, on a first-come, first-served basis; and
7. Occasional (once per month maximum) use by for-profit businesses that are not located within the District's boundaries, on a first-come, first-served basis.

#### **IV. FEES AND DEPOSITS:**

A fee and deposit schedule has been set by the Board of Trustees of the Cherry Valley Public Library District. There is no charge for use of the Meeting Rooms by not-for-profit service organizations that are located within the District or whose representative applicant is a current Cherry Valley Public Library District card holder in good standing.

For applicants paying fees for room usage, payment must be received within one week of application. Reservations are not finalized until payment is received. The following fees are currently in effect, but these fees may be changed by the Board at any time:

1. Literacy Room - There is no charge for use.
2. Conference Room
  - a. All for-profit users and non-profit groups that are outside of the Library district will be charged \$25.00 for the first three hours of use, with a \$10.00 per hour charge for each hour thereafter.
3. Large Meeting Room
  - a. For-profit users located within the Library district and non-profit groups that are outside of the Library district will be charged \$25.00 for use of the room for the first three hours, with a \$10.00 per hour charge for each hour thereafter.
  - b. For-profit users that are outside of the Library district will be charged a minimum of \$50.00 for the first three hours of use, with a \$25.00 per hour charge for each hour thereafter.
4. Deposits

The Board hereby authorizes the Library Director to collect a prior deposit, in addition to the fee, in situations in which the Library Director determines that the planned use of the Meeting Room could result in substantial cleaning, maintenance,

or repair bills. Such deposits shall be returned promptly after the event if no cleaning, maintenance, or repair is required, but may be applied to the cost of any cleaning, maintenance, or repair which is required as a result of the use of the Meeting Room. The amount of the deposit shall be reasonably related to the potential costs involved for cleaning, maintaining, or repairing the Meeting Room based upon its projected use, and may be required to be furnished either in cash or by check one week prior to the event.

**V. APPLICATION PROCEDURE AND REFUND POLICY:**

General Provisions:

1. Applications for use of Meeting Rooms should be completed through the library's online room reservation system.
2. Persons filling out an application for a group, club, organization, or business must be at least 18 years of age.
3. The Meeting Rooms may be reserved between three days and six weeks prior to the event. For Meeting Room reservations occurring in less than three days, the request should be submitted to the library via phone or in person.
4. Upon Library staff approval of dates, the applicant will be notified. If the applicant is charged a fee, payment must be received within one week of notification. Reservations are finalized upon receipt of payment if applicable. Payment may be either cash, check, or credit/debit card.
5. When cancellation of a meeting is necessary, the Library should be provided with at least 48 hours' notice. Failure to notify the Library at least 48 hours before the scheduled use may result in the forfeiture of Meeting Room privileges and/or forfeiture of fees paid. A valid phone number, email address and contact person must be listed on the application.

**VI. SET-UP AND CLEAN-UP:**

1. Room and Equipment Set-Up:
  - a. Persons reserving Meeting Rooms should check in at the front desk upon arrival. A key may be obtained for the equipment room should tables be needed. Set-up of the Meeting Rooms is the responsibility of the applicants or organizations using the rooms.
  - b. Library staff will be available to instruct and set up Library-owned electronic equipment.
  - c. Any additional equipment or furnishings brought into the Library must be approved in advance by the Library Director.

- d. The Meeting Rooms are not equipped with kitchen facilities. Beverages and finger foods may be served by the applicant or organization using the Large Meeting Room, and Conference Room, but only with approval in advance by the Library Director or his/her designee and at that applicant or organization's sole expense.

2. Clean-Up:

- a. Clean-up is the responsibility of the group using the room.
- b. The Meeting Rooms used should be returned to the condition in which they were found. Specifically, all chairs and tables should be returned to storage units, all equipment should be returned to the front desk, and all papers, waste, and garbage generated by the applicant or group should be removed from the Library.
- c. Any accidents, spills, or other damage must be reported to staff before leaving the premises so that library maintenance and cleaning staff can attend to it.
- d. Users must pay the cost for repair of any damage to facilities, furniture, fixtures, or equipment.
- e. If an applicant or organization does not keep the Meeting Rooms in reasonable order, that applicant or organization will be charged a custodial fee (in addition to the regular application fee) equal to the custodian's hourly rate for time spent restoring order and cleanliness, or commercial cleaning service fees, whichever is greater. Future use of the Meeting Room may also be forfeited if there are repeated instances of damage or mess.
- f. The Library will not be responsible for materials or equipment left in the building by users.
- g. The Library cannot store any materials or items for groups using the Meeting Room(s).

**VII. Miscellaneous Provisions:**

- 1. The Meeting Rooms are available during regular Library business hours only. It is expected that all meetings and/or programs will be completed in sufficient time for all participants to depart the Library by its closing time and for the applicant or group to clean-up the Meeting Room and depart by the Library's closing time. Applicants or organizations using the Meeting Rooms are requested to plan accordingly.

2. If a meeting or program extends past the Library closing time, overtime fees of \$50.00 per hour will be assessed. Payment of overtime fees does not excuse violating the rule against completing a program before closing time; an applicant or group may be barred from future use of the Meeting Rooms if its program is not over before closing time, in addition to the overtime fee.
3. No alcohol, smoking, or weapons are permitted in the Library or on the grounds under any circumstances. Use of candles, lighters, or any other type of flammable device is strictly prohibited.
4. Any fees set forth in this Policy may be waived in special circumstances at the sole discretion of the Library Director.
5. The applicant or organization using the Meeting Rooms is responsible for providing, at its expense, any assistance to individuals with disabilities who wish to participate in the program which is required under the Americans with Disabilities Act.
6. Any applicant, group, or organization which has failed to comply with any part of this Policy may be barred from any future use of the Meeting Rooms.
7. No sign will be permitted in any part of the Library advertising any for-profit activity within any Meeting Room. (A directional sign is permissible.)