

Cherry Valley Public Library District Public Meeting Room Policy

PURPOSE STATEMENT:

The Friends of the Library Public Meeting Room (Large), the 21st Century Conference Room (Medium), and the Farrell CPAs Literacy Room (Small) (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, nonprofit community groups and associations, governmental entities, businesses and individuals may submit applications to reserve the Meeting Rooms in accordance with the provisions of this Policy, which may be amended by the Library Board from time to time.

POLICY:

I. AVAILABLE ROOMS AND EQUIPMENT:

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 and equipment may be available for public use:

1. One “Small” study room which contains a 40” square table and 4 chairs;
2. One “Medium” conference room which contains linking 40” square conference tables (4), 16 chairs, and 40” flat screen with cable TV, internet, and connecting laptop for presentations; a pull down screen and projector for presentation purposes;
3. One “Large” public meeting room with the capacity to seat up to 80 people and which contains one lectern and a projection wall. 80 chairs, 8 folding tables and 10 card tables are available for use as well as the following equipment:
 - One LCD projector with control laptop (cable TV capability);
 - Eight wireless laptop computers;
 - One combination DVD / Compact Disc / VCR player;
 - A sound system with wireless mic;
 - One overhead projector;
 - One slide projector;
 - One acoustic spinet piano.

Depending on the specific needs of the Library at any given time, it is possible that one or more items of equipment may not be available for use by an applicant or entity seeking the use of Library Meeting Room(s). Applicants should inform Library personnel of their specific equipment needs when filling out their application.

II. RESTRICTIONS ON USE OF MEETING ROOMS:

The Meeting Rooms may not be used for:

1. Fundraising activities, other than groups raising funds to benefit the Library.
2. Groups or associations wishing to charge an entrance fee or donation at the door to benefit their own organizations;
3. Regular (more than twice monthly) meetings for clubs or organizations unless approved in advance by the Library Director;
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 Room(s) 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 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:

A. Priorities for use of the Large Meeting Room (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 use by nonprofit community groups, organizations or governmental bodies that are located within the District's boundaries or whose members are residents of the District, on a first come, first served basis;
4. Occasional use by nonprofit community groups, organizations or governmental bodies that are not located within the District's boundaries or whose members are not residents of the District, on a first come, first served basis;
5. Occasional use by for-profit businesses that are located within the District's boundaries, on a first-come, first-served basis; and
6. Occasional use by for-profit businesses that are not located within the District's boundaries, on a first-come, first-served basis.

B. Priorities for Use of the Medium Conference Room (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 use by nonprofit community groups, organizations or governmental bodies that are located within the District's boundaries or whose members are residents of the District, on a first come, first served basis;
4. Occasional use by nonprofit community groups, organizations or governmental bodies that are not located within the District's boundaries or whose members are not residents of the District, on a first come, first served basis;
5. Occasional use by for-profit businesses that are located within the District's boundaries, on a first-come, first-served basis; and
6. Occasional use by for-profit businesses that are not located within the District's boundaries, on a first-come, first-served basis.

C. Priorities for Use of the Small Study Room (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 use by nonprofit community groups, organizations or governmental

bodies that are located within the District's boundaries or whose members are residents of the District, on a first come, first served basis;

4. Occasional use by nonprofit community groups, organizations or governmental bodies that are not located within the District's boundaries or whose members are not residents of the District, on a first come, first served basis;
5. For-profit tutoring or for-profit literacy training;
6. Occasional use by other for-profit businesses that are located within the District's boundaries, on a first-come, first-served basis; and
7. Occasional use by other 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 will be set by the Board of Trustees of the Cherry Valley Public Library District from time to time. Users should request a current fee schedule at the time of an application or booking. The following fees are in effect as of the date of this Policy, but these fees may be changed by the Board at any time by resolution and without amending this Policy or adopting a new ordinance:

1. Small Study Room. Capacity: 4. As of the date this Policy was adopted, there is no charge for use of the Library's Small Group Study Room by individuals, study groups or non-profit groups. A fee of \$1 per hour will be charged to for-profit literacy businesses or individuals charging a fee for tutoring.
2. Medium Conference Room. Capacity: 16. As of the date this Policy was adopted, there is no charge for use of the conference room by individuals or not-for-profit organizations that are located within the District and/or of which one or more District residents are members. For-profit users or out-of-district groups will be charged \$25 for use of the room not to exceed three hours. The Medium Conference Room is not available when the Library Board is meeting.
3. Large Public Meeting Room. Capacity: 80. As of the date this Policy was adopted, there is no charge for use of the meeting room by not-for-profit service organizations that are located within the District and/or of which one or more District residents are members. As of the date this Policy was adopted, the Library charges a minimum flat fee of \$25.00 for use of the Public Meeting Room for the first three hours of use, with a \$10.00 per hour charge for each hour thereafter. For-profit users and out-of-district organizations will be charged a minimum of \$50 for the first three hours of use, with a \$25 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 in the event 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 to be deposited in sufficient time for the check to clear prior to the event.

V. APPLICATION PROCEDURE AND REFUND POLICY:

General Provisions:

1. Applications for any public meeting room are available at the front desk of the Library or through the Library's website.
2. The Meeting Rooms must be reserved in person at the Library. Phone reservations, faxed, or emailed applications may be accepted on a provisional basis until approval is given and, in the case of applicable fees, payment is received.
3. Persons filling out an application for a group, club, organization, or business must be at least 18 years of age.
4. The recommended time for completing an application for booking of the large public meeting room or medium conference room is at least four (4) weeks in advance of the intended use; two (2) weeks in advance of intended use of the small study room is suggested.
5. Payment for any of the public meeting rooms is due when application / booking is completed and given to the Library personnel. Payment may be either cash, check, or credit card.
6. 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.
7. There is generally a three-hour limit on any use of the Medium Conference Room or Small Study Room unless the Library Director or the Librarian-in Charge approves an exception.
8. The medium conference room is not available when the Library Board is meeting.

VI. SET-UP AND CLEAN-UP:

A. Room and Equipment Set-Up:

1. 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 Room(s) is the responsibility of the applicant or organization using the room(s).
2. Library staff will be available to instruct and set up Library-owned electronic equipment.
3. Any additional equipment or furnishings brought into the Library must be approved in advance by the Library Director.
4. The Meeting Rooms are not equipped with kitchen facilities. Coffee, tea, cookies, and finger foods may be served by the applicant or organization using the Large Meeting and Medium Conference Rooms, but only with approval in advance by the Library Director and at that applicant or organization's sole expense.

B. Clean-Up:

1. Clean-up is the responsibility of the group using the room.
2. The Meeting Room(s) 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.
3. Please report any accidents, spills, or other unintended damage to staff before leaving the premises so that library maintenance and cleaning staff can attend to it.
4. Users must pay the cost for repair of any damage to facilities, furniture, fixtures or equipment.
5. If an applicant or organization does not keep the Meeting Room(s) 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.
6. The Library will not be responsible for materials or equipment left in the building by users.

7. 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 \$25.00 per hour (for nonprofit activities) or \$50.00 per hour (for for-profit activities) 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, regardless of whether it pays the overtime fee.
3. No alcohol or tobacco use is 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 Room 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.)
8. Meeting Rooms may not be used to watch television, other than for educational or informational programs directly related to the mission of the group using the room.
9. Only the Small Study Room is designated for use by individuals who simply wish to access the internet through a personal laptop computer.

The Meeting Room(s) will be considered reserved only after approval by the Library Director or her designee, fees (if any) are received, and after confirmation has been sent to the contact person of the group. People attending the meeting 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).

PASSED AND APPROVED this _____ day of _____, 2012.

President
Cherry Valley Public Library District

ATTEST:

Secretary