

## **Peoria Public Library Meeting Room Policy**

(Adopted by Peoria Public Library Board of Trustees, January 15, 2013)  
(Revised by Peoria Public Library Board of Trustees, January 20, 2015)  
(Revised by the Peoria Public Library Board of Trustees, January 16, 2018)

---

### **Purpose:**

Peoria Public Library, as part of our mission to be a community information center, provides Meeting Rooms for use by the public. The following regulations allow for the public to take advantage of these meeting rooms while setting reasonable expectations for use.

### **In General:**

Rooms may be used at no charge; however, donations to The Friends of Peoria Public Library are welcome.

Meeting Rooms are available for use during regular service hours on days the Library is open. Exact times may vary by location. Users should plan their meeting preparation and setup within the regular service hours and set meeting start times accordingly. Clean-up and vacating of the meeting room must be completed within the time specified on the application and no later than closing time.

Library-sponsored activities and the programs of the Library's affiliated Users are given priority in the scheduling of the meeting rooms.

Social gatherings including, but not limited to, birthday parties, bridal showers, baby showers, or family reunions, are not appropriate uses of Library meeting rooms and are prohibited.

Meetings for which the purpose may include, but is not limited to, selling a product, soliciting investments, raising funds, or otherwise profiting in some way are not appropriate uses of Library meeting rooms and are prohibited.

In order to ensure excellent customer service, the Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the Users.

Meeting Rooms shall not be used in any way that materially interferes with the operation of the Library or which causes a threat to the safety of Library property or its patrons. In the event of a Library building emergency or weather-related emergency, meetings may be canceled.

Users of Library Meeting Rooms may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or disability.

### **Responsibilities:**

Meeting room users will agree that:

- No admission or other fees may be charged to individuals attending meetings or programs; no donations may be required; no fundraising may take place; no products or services may be advertised, solicited or sold except for tuition or fees for classes sponsored by governmental agencies, educational institutions or non-profit agencies for group educational or operational purposes. “Solicitation” is any act or attempt to advertise, market, or sell any product or service; to seek membership in any organization; or to obtain a donation/contribution. Groups may be required to show proof of non-profit status (501-C3, 501-C4). Public property, such as Library buildings, facilities, parking lots, grounds, and other real property, is held in trust for the public. It is to be used for governmental and public purposes and governmental property is not to be used for private gain.
- Users of Library Meeting Rooms shall not use the Library as the site of their business operation or as their official address.
- The Library will not store any equipment or supplies belonging to groups or individuals using the facilities.
- Smoking and alcoholic beverages are not allowed in any area of the Library.
- Users of Library Meeting Rooms 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 Disabilities Act when requested by the public at an open meeting.
- Nothing may be affixed to any surfaces of the Library, specifically with the aid of tape or another adhesive material. A fine will be charged and User agrees to pay for any special maintenance required and damages done to Library premises as a result of the meeting.
- Light refreshments may be served upon approval of Library staff and must remain in the meeting area. Food and beverages are not allowed in any

computer lab. The Library may provide a coffeepot, hot water pot and water upon request at the time of the reservation. The User of the room must provide all other supplies. Leftover food and beverages must be discarded or removed from the facility by the User. A \$25 fee may be charged to the User if User does not clean up the Meeting Room facilities prior to leaving.

- No candles, glitter, birdseed, confetti, rice, or balloons may be used inside Library buildings.
- Users may not rearrange Library furniture or move tables, chairs, or other furniture to or from other parts of the building.
- The User is responsible for the supervision of all children who may accompany its members. Children should remain with the User or be supervised by an adult who must remain with them.
- Library staff will not take or deliver messages for meeting participants.
- Users will inform Library staff when the meeting has ended, and state the number of people who attended.

The Library assumes no responsibility for private property brought into the building.

Use of the Library's meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted. The Library logo may not be used.

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

### **Procedure:**

#### Reservations:

Requests for use of a meeting room must be made by filling out a reservation form. The reservation form may be found in PDF format on the library website or requested in person, by telephone, or in writing from the Main Library Programming Department or the appropriate branch during normal business hours. The reservation does not take effect until the application has been submitted, approved by the Programming Department representative and the fee for use (if applicable) has been received. Applicants will receive a confirmation email (or phone call) once the request has been confirmed.

Requests will be honored on a first-come, first-served basis. Same day reservations can only be made with a staff member at the location where the User is requesting a room.

Reservations for monthly use may be made for a full calendar year. Reservations for weekly use may be made three months at a time. Users are limited to no more than two reservations in the same meeting room space per week and no more than three reservations total per week. Reservations are limited to no more than 2 hours per day. Exceptions can be made at the discretion of Programming Department staff.

The Library reserves the right to designate which room will be assigned for use. The User may request a certain room, and that request will be honored whenever possible.

Each Library meeting room has a permanent or normal setup arrangement. Changes to the normal room arrangement must be described in writing to the Programming Department. Any deviation from the normal room arrangement requires a minimum \$25 setup fee, which needs to be paid before a reservation is finalized and recorded on the meeting room schedule. Normal setup arrangements are available on the Library website at <http://www.peoriapubliclibrary.org/reserve-a-meeting-room>.

Users are responsible for notifying the Library of cancellations. Cancellations must be called into the Programming Department. If a cancellation occurs the day of the meeting and extensive room setups have already been completed, the Library will not refund the set up fee. If a User fails to appear for their scheduled meeting without notifying the Library of a cancellation, they forfeit any fees paid at the time of reservation. If a User fails to appear a second time, their reservations for the remainder of the year will be canceled and prepaid funds for future bookings will be refunded.

#### Equipment Fees:

The Library has a limited supply of various kinds of audio-visual equipment which may be used within the meeting rooms. There are fees for the use of some pieces of equipment. Use of these items must be scheduled and rental fees paid when the room is reserved. If rental fees are not paid prior to the date of the reservation, the User may not receive the equipment they reserved.

<u>Equipment</u>	<u>Fee</u>	<u>Notes</u>
<u>Projector</u>	<u>\$10.00</u>	<u>Does not apply to McKenzie Room (North Branch, Auditorium (Main Library), or Hot Air Balloon (Lincoln Branch)</u>
<u>Microphones</u>	<u>\$10.00 each</u>	<u>Please indicate lapel or handheld. Only applies to McKenzie Room (North Branch) and Auditorium (Main Library)</u>
<u>TV/DVD Player</u>	<u>\$10.00</u>	<u>Inclusive unit. Limited locations. Please inquire about availability.</u>
<u>Flipchart Stand</u>	<u>\$10.00 each</u>	<u>Paper, markers, and other supplies not provided by the Library.</u>
<u>Media Box</u>	<u>\$10.00</u>	<u>For media use only. Only applies to McKenzie Room (North Branch) and Auditorium (Main Library)</u>
<u>Special Room Setup</u>	<u>\$25.00</u>	<u>All rooms have standard setup. Any deviation from the standard setup results in this fee.</u>

### General Provisions:

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

User agrees to pay for any security measures that the Library determines are reasonably required in connection with any meeting proposed by the User. At least 48 hours prior to the meeting, User shall deposit such funds with the Library as the Library reasonably deems necessary in light of the relevant circumstances to cover the cost of such security measures.

### Review Process:

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

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

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

Within 30 days after conclusion of the hearing, the Appeals Committee shall make a written recommendation to the Board of Trustees regarding the matter.

After receipt of the written recommendation of the Appeals Committee, the Board of Trustees shall make a final decision regarding the appeal. No new evidence shall be heard by the Board of Trustees.

The Meeting Room Policy will be reviewed and revised as necessary by the Board of Trustees of Peoria Public Library.

Adopted by the Peoria Public Library Board of Trustees on January 15, 2013.  
Revised by the Peoria Public Library Board of Trustees on January 20, 2015.  
Revised by the Peoria Public Library Board of Trustees on January 16, 2018.