

#### **6. d. Meeting Room Policy**

As a service to the community, the Library makes the meeting room available to persons and groups for meetings and programs. The policy governing the use of the meeting room is in accordance with Article (5) of the Library Bill of Rights and the 1<sup>st</sup> Amendment of the Constitution of the United States. The following criteria must be met:

1. Use of the room is subject to meeting the criteria set forth in this Policy and the Meeting Room Agreement.
2. Library sponsored and co-sponsored programs have precedence. The Library reserves the right to change or cancel a meeting room reservation for Library functions, business, or emergencies.
3. The meeting room is available on a first come – first served basis.
4. Due to limited parking, first come – first served is honored. Parking on the street is encouraged for those who are able. Unloading/loading at the entrance doors is allowed.
5. Advance notice must be given in the event of a cancellation. If cancellation is not made within 24 hours and this occurs 3 times in a calendar year, meeting room use privileges will be forfeited. Weather related cancellations are exempt.
6. The Library meeting room is available during regular hours of operation for non-sponsored use.
7. Per Illinois State law, no smoking on Library premises.
8. Per Illinois State law, no alcoholic beverages on Library premises.
9. Rules of decorum include no excessive noise, room clean-up, and responsibility for damages. More information is detailed in the Meeting Room Application.
10. The name, address, and telephone number of River Valley District Library must not be used as the address or headquarters of any group or organization. Publicity of meeting room use that is not Library sponsored must be worded in a manner that does not imply Library sponsorship.
11. Applicants must abide by the meeting room maximum occupancy limit of 95 persons.

Applicant Initials \_\_\_\_\_

Board adopted June 20, 2011, Reviewed November 19, 2012, Revised November 18, 2013, Reviewed 10/16/17

**Meeting Room Agreement/Policy/Addendum**  
**Understanding and Acceptance Form**

I have read the Meeting Room Agreement, Meeting Room Policy, and the Meeting Room Addendum and agree to abide the terms set forth in each policy, which includes:

- For-profit groups will pay when the room is reserved \$20 for each use up to 4 hours and \$50 for each use more than 4 hours.
- For-profit groups will pay a \$100 deposit for each use, refundable at checkout.
- Users are responsible for setting up the room as needed but must return it (and the kitchen, if used) to their original condition before checking out. Staff must check the room when the group arrives and check the room when they leave.
- If the room is acceptable, the for-profit group's deposit will be returned at check out.
- Groups must leave the room 15 minutes before closing, unless granted permission by the Director.
- Groups who are not profiting AND own a River Valley District Library card may use the meeting room at no charge and do not need to leave a deposit.

I acknowledge the agreement, policy, and addendum and understand the terms outlined.

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Signature

Date

Reviewed 10/16/17

## **Meeting Room Policy Addendum**

### **Definition of Sponsored, Co-Sponsored, and Non-Sponsored Programs**

#### **SPONSORED**

These individuals, groups, events, or programs meet the following criteria:

- Developed by library staff
- Monitored by working, “on the clock” staff
- Library funded in whole or part
- A written contract between the program and library exists stipulating the responsibilities of both parties, including presenters or professionals where applicable
- Event is open to the public; pre-registration may be required

Additionally, sponsored individuals, groups, events or programs receive:

- Full promotional coverage from the library, included in but not limited to: library calendars, library website, press releases, library newsletters, and fliers
- Afterhours access to the library with prior Director knowledge and approval

#### **CO-SPONSORED**

Organizations that are co-sponsored are limited to the Friends of the River Valley District Library and the Port Byron Historical Society. Events or programs given by these two groups are open to the public and receive:

- Full promotional coverage as stated above
- Afterhours access to the library with prior Director knowledge and approval

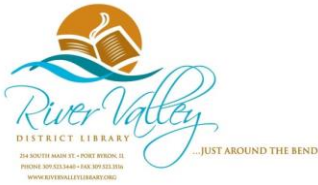
Additionally, co-sponsored events or programs support the Mission of the Library.

#### **NON-SPONSORED**

Individuals, groups, events, or programs are non-sponsored if they do not meet the criteria listed under “Sponsored” or “Co-Sponsored”. These events:

- Do not receive promotional coverage from the Library
- Must be in compliance with the Meeting Room Policy
- Must have a Meeting Room Agreement on file

Board adopted 11-21-2011, Reviewed 10/16/17



## River Valley District Library Meeting Room Agreement

Adopted 11/21/11

Primary use of the meeting room is for Library activities and meetings. When room is not in use for Library purposes, it is available to any group or organization. Individuals who own a River Valley District Library card AND are not profiting monetarily may reserve the room on behalf of their organization for no charge. Individuals or groups who do not meet these criteria may rent the room for **\$20.00 (up to 4 hours) or \$50.00 (4 or more hours)** due when this Agreement is signed. Filling out the agreement does not guarantee approval of meeting dates and times. Please call 309-523-3440 to check availability.

**Name of Organization:** \_\_\_\_\_

**Purpose of Meeting:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Agreement Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

Meeting Room is available Monday thru Friday 9:00am—7:45pm  
and Saturday 9:00am—12:45pm.  
(Users must exit room by ending time.)

Meeting room can be booked up to **three (3) months** ahead of the meeting date.

Meeting Date/s Staff Initials	Hours	\$ Fee Collected
_____		
_____		
_____		
_____		

**Equipment Needed** (please circle): Kitchen      Projector      Laptop      Television  
Screen

DVD Player      Stereo      CD Player      Extension Cord      Die Cut Machine

# \_\_\_\_\_ Chairs      # \_\_\_\_\_ Tables      Other: \_\_\_\_\_

\*\*The above equipment will be made available before the scheduled meeting but the user is responsible for setting up room and returning it to its original condition.\*\*

The User must check in at the front desk upon arrival and check out upon exiting. **\$100 Deposit is required from For-Profit individuals or groups to use room.** Deposit will be returned upon check-out.

Person reserving acknowledges that the Library may assess monetary damages if the room is left in an unacceptable condition.

**I have read and agree to all items contained in the Meeting Room Policy and this Agreement.** \_\_\_\_\_

(Initials of Applicant)

Reviewed 10/16/17