

Meeting Room & Room Reserve Policy

The public meeting room is incorporated into the library building so that resources of the library and cultural, educational, informational and civic activities (meetings, programs, displays) of our community may be brought together.

We consider application for the meeting room without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected status. Granting this use for a meeting does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

All use of the library meeting room is subject to the approval of the library director or manager.

Usage

Groups must apply in person to reserve the meeting room or online through the library's reservation software. Reservations will not be confirmed until all parts of the application have been completed. Reservations are accepted on a first-come, first-booked basis and can be made up to four months in advance with special consideration up to the director or manager. The library requires at least one week notice for reserving the meeting room and advance notice of 24 hours in the event that a scheduled meeting is to be canceled.

The library reserves the right to determine priorities in reserving the meeting room. Library sponsored meetings take precedence for the meeting room use and reservations may be canceled to accommodate library meetings.

Children and young people's groups will be permitted the use of the meeting room provided they are supervised by one or more adult persons.

Groups desiring the use of the audio-visual equipment must make arrangements at the time the meeting room is reserved. Food may be served. No alcoholic beverages, drugs, or smoking is permitted on library premises. State Fire and Health laws shall be observed. Each group will need to furnish their own coffee, tea, cups, sugar, napkins or any other supplies and equipment and may bring a coffeepot if the one provided is not sufficient.

The library cannot provide storage of props, equipment or supplies to be used in the meeting room.

Each group assumes the full responsibility for any damages incurred resulting from the use of the meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the meeting room.

The library assumes no responsibility for personal belongings of persons attending the meeting.

Any elective office candidate or one who has announced candidacy may not use the meeting room; however, civic groups may hold programs to which candidates for office are invited. Elected officials may use the meeting room for "office hours" to meet with constituents until such time as they are candidates or have announced they will run for office.

Available Rooms & Spaces

Porter Room (Geneva): Meetings may take place during or after hours. Reserve the room at the circulation desk. A deposit fee is required. The deposit fee of \$50 is required and shall be refunded minus any fees resulting from damage to the room by the renting party. The set-up of the room is the responsibility of the renting party and the room must be returned to its original state.

Decatur: Meetings may be scheduled only during library hours. If staffing is available and need is presented for extra hours, arrangements for meeting room use beyond regular hours may be made for a fee of \$10.00 per hour which will be billed in quarter hour increments. No meetings may be scheduled for any days the library is closed.

Groups using the meeting room cannot charge admission nor may any voluntary offering, solicitation, or collections of funds be made.

Reservations are made at the adult circulation desk or online. Groups desiring use of the kitchenette must request the use on the meeting room application.

Small Group Spaces: spaces in Decatur and Geneva for small group discussion may be reserved within three days of using the spaces. Reservations may be made online through the library's reservation software.

Fees

All commercial, for-profit groups and social gatherings will be charged \$50.00 for fewer than four (4) hours, \$100.00 for more than four (4) hours. The fee shall be paid before the meeting time. The fee for use beyond regular library hours is outlined above.

Cancellation Policy

The library requires at least one week notice for reserving the meeting room and advance notice of 24 hours in the event that a scheduled meeting is to be cancelled. The deposit is not refundable if a scheduled meeting is not cancelled within 24 hours of the event.

Storybook Park Gazebo

The Gazebo may also be reserved. A deposit of \$250 is required and a rental fee of \$100 for a maximum of three hours. A separate rental agreement form is required. See staff for details.

Approved by the Adams Public Library System Board of Trustees July 30, 2014