

MEETING ROOM USE POLICY

I. Who May Use

The Pekin Public Library welcomes the use of its meeting rooms by organizations engaged in educational, cultural, civic, intellectual and charitable activities or activities requiring the use of library materials.

- a. Commercial firms can use the meeting space for educational purposes as well as a sales or promotional type meeting.
- b. Individuals may rent the Community Room for private social functions. Because of the demand for the use of the meeting rooms, the Library may not be able to accommodate groups desiring to schedule multiple meetings.

II. Priority

- a. Programs and meetings sponsored by the Pekin Public Library will be given priority in the scheduling of the rooms, after which other requests will be considered in the order in which they are received.
- b. Programs not suitable for the Library's physical facilities will not be scheduled.

III. Scheduling

- a. To reserve a meeting room, a representative of the group must complete an application at least two weeks in advance of the program date, but no further in advance than six months of the program date unless authorized by the Director.
- b. There are **six** rooms available for public use, and the Library reserves the right to designate which room will be assigned for use. Users may request a certain room, and requests will be honored whenever possible. The rooms available for public use are:
 - i. Pekin Community Room A, B, or A&B
 - ii. Conference Room
 - iii. Study Room A, B, or C
- c. Staff must have access to and the ability to observe all meetings.
- d. Organizations using the meeting rooms will be charged for any damages that may occur to the building, premises, furniture, carpeting, or equipment during their meetings. Organizations using the facilities are expected to leave them in the same condition they found them in or pay for any special maintenance required as a result of the meeting/event.

IV. Times

Library hours are 9am-8pm Monday through Thursday, 9am-6pm Friday, and 9am-5pm Saturday. Meeting rooms are available for use during regular hours. Meetings must conclude at least 15 minutes before the Library closes. Under certain circumstances and dependent upon availability of library staff, meeting rooms may be available earlier than 9 am.

V. Equipment

The Community Room comes equipped with a multimedia presentation system - including DVD, and computer projection capabilities - as well as a microphone.

VI. Room Arrangement and Food

- a. The Pekin Community Room has options for room setup. This selection may be made at the time of the application for the room.
- b. Food or beverages may be served. All refreshments must remain in the meeting area.

VII. Fees

Room Rental is according to the following fee schedule:

- a. Not-for-Profits, Service Organizations, Government Agencies, and Schools Use:
 - i. Community Rooms A, B, and both A&B have a \$25 set up and tear down fee. A deposit of \$25 is required upon reservation approval and will be applied towards rental fees.
 - ii. Conference Room: no charge, unless a special setup is required in which case the room will have a \$25 set up and tear down fee. A deposit of \$25 will then be required upon reservation approval and will be applied towards rental fees.
 - iii. Study Rooms A, B, and C: no charge
- b. Private / Commercial Use:
 - i. Community Rooms A or B \$25 per hour; A&B \$50 per hour; \$20 fee for the use of multimedia presentation system the rooms. A deposit of \$25 is required upon reservation approval and will be applied towards rental fees.
 - ii. Conference Room: \$15 per hour; \$20 fee for the use of multimedia presentation system
 - iii. Study Rooms A, B, and C: no charge

Library sponsored programs will not incur a charge for meeting room use.

Deposits are nonrefundable unless notice is given at least thirty-six (36) hours before the start time of the program.

VIII. Regulations

- a. Meetings or programs deemed to be inappropriate, in the opinion of the Director, to the Library because of noise or other factors will not be permitted.
- b. Smoking and alcoholic beverages will not be permitted.
- c. The Library does not provide porter service for carrying supplies or equipment to the meeting rooms.
- d. The Library does not provide storage space for property or supplies of groups or organizations using the building.
- e. Organizations, except the Friends of the Library, may not use the Library as a mailing address or the Library telephone number for the relay of messages of these groups or organizations. The Library will not receive non-emergency calls or take messages for individuals or organizations.
- f. Groups of young people under eighteen years of age must have the meeting room application signed by a sponsoring adult, who also must be present at the meeting and assume responsibility for the groups' activities and the care of property and facilities.

- g. All signs, posters, or announcements placed in the building must comply with the public posting policy. A directional sign with the name of the organization and meeting time will be displayed in the Library's lobby.
- h. The scheduling of facilities for a meeting of any group or organization does not constitute in any way an endorsement of the organizations or activities by the Pekin Public Library. Advertisements or announcements implying such endorsement are not permitted.
- i. The Library Director reserves the right to revise the schedules of meetings with notification to the organization requesting use of the facilities. In the event of a Library building or weather-related emergency, meetings may be canceled and rescheduled at a later available date.
- j. The Library does not provide childcare service for the children of people attending meetings. Meeting room attendees may not leave children under nine unattended in the Library by Library policy.
- k. The group must comply with the American with Disabilities Act and is responsible for providing qualified interpreters or auxiliary aids upon request.
- l. Future use of the meeting rooms may be restricted or denied for any violation of these rules.
- m. Assurances must be made to the Board of Trustees before the meeting room may be reserved by any use that has previously held a meeting in a Library facility where damage has occurred as a result of the meeting. User shall pay at least 48 hours in advance by cashier's check for any security measures that the Library determines are reasonably required in connection with any meeting proposed by the user. The user reserving the meeting room shall also place a bond for \$1 million for injury or damage to property occurring at the meeting.
- n. Guns are not allowed in the building.

IX. Review Process

- a. Users 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 ten days after notice of the decision is given to the User. Such notice shall be deemed to have been given to the user when the decision is personally delivered in writing to the User or when the written notice is sent to the user by first class or certified mail.
- b. In the event of such an appeal, the Library Services committee shall hold a hearing to hear evidence relevant to the appeal.
- c. Within 30 days after the conclusion of the hearing, the Library Services Committee shall make a written recommendation to the Board of Trustees regarding the matter. After receipt of the written recommendation of the Library Services Committee, the Board of Trustees shall make a final decision regarding the appeal. No new evidence shall be heard by the Board of Trustees.

Approved December 15, 2003
Revised May 28, 2019