

Dunlap Public Library District
Meeting Room Policy
Adopted: February 2015
Updated: 22 August 2022

POLICY

Dunlap Public Library District's Meeting room is open during normal hours of operation to organizations and/or individuals engaged in educational, cultural, intellectual, social, or charitable activities. Such organizations should support the Library's mission to provide materials and services for the educational, informational, social and recreational needs of the community.

Library sponsored programs receive first priority, after which other requests will be considered in the order in which they are received. In case of emergencies, other meetings may be canceled to accommodate Library needs.

All meetings must be open to Library staff, the public, and the press. Individuals/groups using the Library Meeting room may not discriminate on the basis of race, sex, sexual orientation, color, creed, national origin, marital status, religious belief or disability, against any person requesting admission to the meeting. The Dunlap Public Library District strives to be a welcoming and inclusive space for all library users, library workers, and members of the community. Each library user has the right to use the library free of discrimination and loss of individual safety; library workers also have a right to a safe workplace free from bias and discrimination. Hateful conduct, including Hate Speech, will not be tolerated in the Dunlap Public Library District.

The Library reserves the right to limit use of the room to encourage the broadest possible use by many organizations. Groups may reserve the room up to three months in advance, with a limit of twelve (12) meetings per year. The Meeting room is available one day a week for no more than four consecutive weeks in a row. Rare exceptions to this rule must be approved by the Library Director or Library Board of Trustees.

Permission to meet at the Dunlap Public Library District does not in any way constitute an endorsement of the group's policies or beliefs.

In case a question regarding room use is raised, the Library Director and/or Library Board shall be the authority in granting or refusing permission for the use of the room. Any user wishing to appeal a decision on room use must make the appeal in writing to the Library Board of Trustees, and communicate it to the Library Director for inclusion on the agenda of the next regularly scheduled Board meeting. Such appeal shall be filed in writing with the Library Director within 10 days after notice of decision is given to the user. 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 by first class or certified mail. In the event of an appeal, the Board of Trustees shall hold a hearing for the purpose of reviewing evidence relevant to the appeal. Within 30 days after conclusion of the hearing, the Board of Trustees shall make a written recommendation regarding the matter. The written recommendation will be the final decision concerning the appeal.

The Library Director may approve the use of the library's study room for a small group reservation at their discretion, as an alternative.

HOW TO APPLY

Reservations are made through the Library at (309) 243-5716. A written application for use of the Meeting room must be submitted **each time** a group or individual wishes to use the room. The Application must be signed and submitted together with rental fee and damage deposit received by the Library Director or their designee seven (7) business days before use of the room.

The Application is not considered approved until the Library Director or their designee approves the Application in writing.

RENTAL FEES

Commercial groups: \$200 per four-hour session, minimum. Includes setup and cleanup time.

Social functions: \$40 per two-hour session, minimum. Includes setup and cleanup time.

Non-profit groups: No fee. Events where products are sold for the Users' profit or a charge is paid by the attendees resulting in a User profit do not qualify for non-profit rental rate. The Library reserves the right to require proof of current non-profit status. Reservation of room is in two-hour sessions/blocks of time.

Damage deposit: \$100 deposit is required in each case.

REGULATIONS:

The Library Meeting room is available during the Library's regular public business hours.

The group must comply with the Americans with Disabilities Act and is responsible for providing qualified interpreters or auxiliary aids upon request.

At the earliest, meetings should be scheduled to start 15 minutes after the Library opens and will end no later than 15 minutes before the Library closes.

Thermostat must not be changed unless approved by the Library Director or a Staff member.

Consumption of food must be approved in advance by the Library Director. [From "Patron Conduct Policy"]: In accordance to laws 410 ILCS 82/ and 410 ILCS 705/, the use or consumption of any tobacco, cannabis, or alcohol product is not permitted in the library or within 15 feet of the building.

The use of tape or other adhesives **is strictly prohibited** on all library surfaces and property, including on walls, white board, table and chairs. Special tables will be provided for all craft use, tables must be covered.

The room must be cleaned of all litter and left the same way as it was found. Clean up time is included in the rental session.

The group or individual is responsible for maintaining order for room users. Attendees must conduct themselves in a manner consistent with Library usage, and adhere to applicable Library Policies. The Library will not provide childcare services. The group is responsible for supervision of all children 10 years and under who accompany its members. Children must remain with the group, or be supervised by adults who accompany them throughout the Library building.

Personal belongings of the group or individual will not be stored at the Library or dropped off ahead of time.

In the event of a Library building emergency or weather-related emergency, meetings will be cancelled.

Organizations are responsible for notifying the Library of cancellations. If an organization fails to cancel (2) business days prior to the scheduled meeting, or if it fails to appear for its scheduled meeting it forfeits the rental fee paid at the time of the reservation.

The Library reserves the right to revoke permission to use the Meeting room at any time as a result of any prior disorderly, disruptive, or inappropriate behavior.

User agrees to pay, at least 48 business hours prior to the meeting, for all security measures that the Library Director and/or the Board determines are required in connection with any meeting proposed by the User. User shall deposit such funds with the Library Director as deemed necessary in light of the relevant circumstances, to cover cost of all security measures.

Any necessary cleaning or repairs to the premises, including the Meeting room, public restrooms, foyer or Library equipment arising from the use of the Meeting room or occurring during the period of reservation of the Meeting room will be the responsibility of the group and/or individual signing the application. The Library Staff assumes no responsibility, nor will they move or transport private property.

The Organization agrees to indemnify and hold the Library harmless from any and all claims, suits, damages, costs, losses and expenses in any manner resulting from or arising out of the Organizations use of the Library premises. The Library reserves the right to require a certificate of insurance.

At no time may petitions be prepared, circulated, or solicited for signatures in the Meeting room or elsewhere in the Library building or premises.

Organizations, groups, or individuals using the Meeting room may not use the Library as a mailing address or the Library telephone number for the relay of messages to these groups or members when in attendance at meetings. The Library will not register individuals for any meeting.

There are 50 chairs and 8 tables available for use in the Meeting room. This room can accommodate comfortably up to 50 people for meetings requiring audience seating and 36 people requiring table seating. Attendance may not exceed 50 individuals, including standing room.

Set-up options or a blank floor plan will be presented to Users to choose from so they can determine how they want the room set up. Users may rearrange tables and chairs used by their group.

Users must leave the Meeting room in the exact condition they found it, including chair and table setup, upon completion of their meeting, unless prior arrangements have been made with the Library Director.

Use of the Library's AV equipment (blu-ray player, projector, speakers, and screen) must be requested in writing at the time of application. Approval of this request will be made based on staff availability.