

## CRETE PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

### 575 RULES AND REGULATIONS FOR USE OF THE MEETING ROOM

The library meeting rooms are designed primarily to meet the operational needs of the library to provide accommodations for educational, informational, cultural and civic functions of the Crete Public Library District community. Permission to use the meeting rooms does not constitute an endorsement of a group's policies or beliefs. All groups wishing to meet at the library must use one of the meeting rooms unless otherwise authorized by the library. The Board of Library Trustees will review the meeting room policy and regulations periodically and reserves the right to amend them at any time.

The library will provide tables, chairs, and some audiovisual equipment subject to the availability of such items. The library does not provide staff to assist in meeting room set up at the time of the meeting or to operate audiovisual equipment. Changes in the set up or equipment must be requested at least three weekdays in advance, through the Administrative Office, Monday – Friday 10:00 – 5:00.

Meeting room users are responsible for operating any audiovisual equipment they require. Instruction in operating library-owned audiovisual equipment is available from the Administrative Office. This instruction must be scheduled with the office well in advance of the date needed to ensure that staff is available at a mutually convenient time.

The Crete Public Library District encourages the use of its meeting rooms under conditions established by the Board of Library Trustees. The following rules, regulations, and fees will apply.

#### 575a GROUP ELIGIBILITY

1. The meeting rooms are available for use by eligible groups in the following order of priority:
  - a. Type I Library related meetings and programs sponsored or co-sponsored by the library, including Friends of the Crete Library, the Crete Library Foundation and library organizations such as MLS, ALA and LACONI.
  - b. Type II \*Predominately Library District residents. 501(c)(3) non-profit organizations, civic service organizations, governmental agencies or units, then social organizations such as church, homeowners, educational, scouts, baseball and other clubs whose intent is not on making a profit. Also included are study groups, literacy tutoring, exam proctoring, and AARP tax assistance.
  - c. Type III Other non-profits and commercial/profit making groups located within the Crete Library District.
  - d. Type IV Predominately non-Library District non-profit groups and commercial/profit-making groups.

(\*Predominately = 50% of participants are residents of the Crete Public Library District. The library reserves the right to request a membership roster.)

2. Except for library or library related groups, the meeting room may not be reserved for social gatherings such as receptions, showers, birthday parties, dances, etc., nor for fundraising or money-making purposes such as bake sales or presentations of products or services.

#### 575b. FREQUENCY

No group or organization other than the Crete Public Library may use a meeting room more often than four times a month or a total of 10 hours a month. A request for more frequent use by a group or organization may be granted at the discretion of the Administrative Librarian.

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575c. FEES

1. Rooms available

- a. Large Meeting Room – seating for up to 70 auditorium style or 48 at eight tables; built-in sound system, screen, podium and mini-kitchen with sink and refrigerator.
- b. Board Room – seating for 8 to 10 people.
- c. Computer Room – seating for 10-15 people

2. Fee structure

ROOM	GROUP TYPE			
	TYPE I	TYPE II	TYPE III	TYPE IV
Large Room	no fee	no fee	\$20.00/hr.	\$30.00/hr.
Board Room Computer Room	no fee	no fee	\$10.00/hr.	\$15.00/hr.

3. Fees for the use of library owned A.V. equipment is as follows:

- a. Multi-media projector \$25.00
- b. Laptop \$25.00
- c. Overhead projector \$10.00

575d. APPLICATION PROCEDURE

- 1. A written application for use of the meeting room must be made by a qualified officer or other member representing the group who over 18 years of age. The application must be submitted to the Administrative Office at least 5 working days prior to the event and signed by the Administrative Librarian. Applicants will be notified within 48 hours about the acceptance or rejection of their applications.
- 2. Proof of 501(c)(3) non-profit status or state non-profit certification and/or a certificate of insurance may be required.
- 3. Applicants must be present at the meeting as the party responsible for the group.
- 4. Groups planning a series of meetings must present a schedule of meetings at the time of application.
- 5. Reservations will not be accepted more than four months in advance. Groups will be booked in order of priority (see 575a-1) and then by the date the application was received.
- 6. Meeting use fee, if required, must be paid at the time of application.
- 7. When it is necessary to cancel a reservation for a meeting room, the Head of Adult Services should be notified immediately. Meetings cancelled by an individual or group at least 5 working days before the meeting will receive a full refund. Groups who neglect to cancel in advance on more than one occasion may be restricted from reserving a room for the rest of that calendar year.
- 8. The library reserves the right to cancel any reservation due to unforeseen circumstances. Added Library programs or functions will take precedent over previous scheduled groups. The library may also cancel a reservation if library policies or procedures are violated. In the event the library cancels a reservation, fees will be refunded.

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575e. RULES

1. Meetings shall be held during regular library hours and rooms cleared at least 15 minutes before closing time.
2. Setup and cleanup must be accomplished during regular library hours. The meeting rooms are to be left as found.
3. The library is a smoke-free building.
4. The library does not provide refreshments, office supplies, or service to carry supplies, make coffee or photocopies.
5. Minors may use the meeting rooms with adult supervisors (at least one adult per 10 children) who will assume complete responsibility for the activities in and conditions of the premises.
6. Children of attendees may not be left unattended during meetings and should remain in the meeting room unless properly supervised. (see Policy 650 – Unattended Children)

575f. PUBLICITY

1. Publicity announcing meetings in the library should in no way imply library sponsorship or endorsement of the organization or program. Publicity may include the library's name and address but may not include the library's phone number. Only activities sponsored by the library will be advertised by the library.
2. Posters or flyers advertising a non-library sponsored program are not permitted outside the meeting room. Groups can submit posters (no larger than 12 x 18 inches) about their organization's activities to be posted on the Community Bulletin Board.

575g. DENIAL OF USE

1. Groups or organizations not adhering to the rules and regulations for use of a meeting room or falling into categories excluded from use may be denied access to the meeting rooms. The library reserves the right to refuse the use of the meeting rooms to any group or individual for any activity deemed unsuitable for the library's facilities, incompatible with its purposes or which may interfere with the ordinary functions and activities of the library by causing excessive noise, safety hazards and/or threat to public health, safety and property.
2. Written notification will be sent to groups or organizations being denied use of a meeting room, stating the reasons for denial and outlining an appeal process. This notification will be sent within 48 hours of the receipt of the application.
3. A group, which has been denied permission to use a meeting room by the Administrative Librarian, may appeal such denial to the Board of Trustees at the Board's next regularly scheduled meeting. Written notice of that appeal and all written documentation supporting that appeal must be delivered to the Administrative Librarian at least five business days before the board meeting. At the Board meeting the applicant may be granted up to 15 minutes for a presentation to support the group's position.