

Section 575 MEETING & STUDY ROOM POLICY

Meeting Rooms

The Crete Public Library District provides meeting rooms to serve the operational needs of the library and to provide accommodations for educational, informational, cultural, recreational, and civic functions of the library community. Permission to use the meeting rooms does not constitute an endorsement of a group's policies or beliefs. The library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religious belief, age, sex, sexual orientation, political affiliation, physical limitations, or any other characteristic that is currently protected by applicable law.

The Executive Director or his/her designee may exercise reasonable discretion to determine what is in the best interests of the library and is authorized to act accordingly, including limiting the use of the meeting rooms by organizations whose activities interfere with library operations, adversely affect public safety, or cause public disturbances.

The Board of Trustees may modify, amend or supplement the meeting room policy at any time. At its discretion, the Board of Trustees may exempt itself or any other organization as the Board deems appropriate from the restrictions and requirements of this policy and any applicable rules and regulations regarding use of the meeting rooms.

Eligibility for Use

The meeting rooms may be reserved by eligible groups based on the categories and fees below. Rooms are reserved on a first-come, first-served basis in the following order of priority:

- **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 ATLAS, ALA, LACONI and RAILS.
- **Type II:** Local governing bodies, and educational, civic, or cultural organizations based within the library district and composed predominately* of library district residents. Includes 501(c)(3) non-profit organizations**, civil service organizations, and social organizations such as church groups, homeowners' associations, scouts, and sports clubs whose intent is not on making a profit.
- **Type III:** Other commercial/profit-making groups located within the Crete Library District.
- **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.

** The library may request proof of non-profit status.

The meeting rooms may not be reserved for private social gatherings such as receptions, showers, or birthday parties, nor for fundraising or money-making purposes such as bake sales, presentations of products or services, or paid tutoring services. Admission fees, including off-site admission fees or pre-payment to attend a meeting, are not permitted.

Rooms & Fees

Rooms Available:

- Large Meeting Room*: Auditorium or classroom seating for up to 90 people with A/V equipment and mini-kitchen available.
- Audrey DeMuth Community Room*: Auditorium or classroom seating for up to 45 people with A/V equipment available.
- Board Room: Conference table seating for up to 14 people.
- Marian Engel Study Room: Table seating for up to 10 people.

* Groups must be ten (10) people or more to use the Large Meeting Room and five (5) people or more to use the Audrey DeMuth Community Room.

FEES	Group Type			
	Type I	Type II	Type III	Type IV
Room				
Large Meeting Room	No fee	No fee	\$20/hr	\$40/hr
Audrey DeMuth Community Room	No fee	No fee	\$15/hr	\$30/hr
Board Room	No fee	No fee	\$10/hr	\$20/hr
Marian Engel Study Room	No fee	No fee	\$10/hr	\$20/hr

Reservation Procedure

- A written application for use of a meeting room must be made by a qualified member representing the group who is age 18 or older and will be responsible for ensuring all participants abide by this policy.
- Reservations will be accepted for meetings held during regular library hours, and rooms shall be cleared **at least 15 minutes** before closing time. Reservations must include setup and clean-up time, if needed.
- If required, fees must be paid before the library will confirm the reservation.
- Reservations will be accepted no more than four (4) months and no less than one (1) weekday in advance.
- No group or organization may use a meeting room more often than four (4) times per month or a total of ten (10) hours in a month.
- Exceptions may be made at the discretion of the Executive Director.

Cancellations

The library reserves the right to change or cancel reservations should a conflict arise in which a Type I group (library-sponsored events) needs the use of a room. Should the library cancel a scheduled reservation due to a conflict, all fees will be refunded.

Other reservations must be cancelled at least 24 hours in advance. Failure to provide 24-hour notice of cancellation results in forfeiture of any fees paid. Regularly cancelling or neglecting to cancel may be grounds for suspension of meeting room privileges. Users who have not arrived within 15 minutes of their scheduled start-time will be considered no-shows, in which case the reservation will be removed and fees forfeited. Further, users who show up late cannot expect to have their reservation extended.

Equipment

The library can provide limited audio-visual equipment, such as DVD/Blu-ray players and projectors for laptops, depending on availability. Arrangements to use equipment must be made in advance, and use is subject to staff availability to assist with its setup. Staff will provide

instruction in basic use of equipment but will not be present to operate it throughout the duration of a reservation. Users are encouraged to make an appointment prior to their meeting to test equipment.

Responsibilities and Limits of Use

- Users are responsible for setting up and arranging chairs, tables, and equipment for their meeting. At the conclusion of a meeting, the room must be returned to its original condition.
- The library does not provide any refreshments or supplies, but users are welcome to bring their own pre-made light refreshments and non-alcoholic beverages. Use of slow cookers, roasters, and the like, or buffet warmers requiring open flame are not allowed. Individuals/groups are responsible for clean-up and will be charged for all costs necessitated by improper clean-up or damages.
- Meetings that exceed room capacity limitations will be terminated or admittance will be denied to additional participants.
- 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. Minors are subject to the library's Safe Child Policy.
- The library does not provide storage space for property or supplies of individuals/groups using the meeting rooms. The library assumes no responsibility for private property brought into the building.
- Activities in the meeting rooms must stay in the rooms and must not impact the rest of the library and/or patrons' use of the library.
- All use of the meeting rooms must be in compliance with the library's Patron Behavior Policy, Safe Child Policy, and other applicable policies.
- The library retains the right to monitor all meetings conducted on library premises for the purpose of ensuring compliance with library policies.
- All individuals/groups using the meeting rooms must agree to provide any special accommodations that are requested in accordance with the Americans with Disabilities Act.

Appeal and Review

Groups or organizations not adhering to the rules for use of a meeting room or which fall into categories excluded from use may be denied access to the meeting rooms. The library also reserves the right to refuse the use of the meeting rooms for any activity deemed unsuitable for the library's facilities or which may interfere with library operations, adversely affect public safety, or cause public disturbances.

A group which has been denied permission to use a meeting room by the Executive Director may appeal such denial to the Board of Library Trustees at the next regularly scheduled Board meeting. Written notice of that appeal and all written documentation supporting the appeal must be delivered to the Executive Director at least five (5) business days before the board meeting.

Publicity

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, nor is the library to be included as a source of further information, registrations, or messages regarding the event. Only activities sponsored by the library will be advertised by the library. All other flyers are subject to the library's Displays, Exhibits, Notices & Handouts Policy.

Damages and Liability

Any individual, group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the library building, grounds, collections or equipment caused by the group or organization, its members, or those attending its program. All individuals, groups or organizations shall indemnify, defend and hold harmless the Crete Public Library District, its officers, agents, and employees from and against any and all claims, suits, and actions of any kind relating to injuries or damage arising from any act or omission of the individual's, group's, or organization's use of the meeting room.

STUDY ROOMS

While scheduled meetings take precedent over walk-in requests, the library's small meeting rooms (the Marian Engel Study Room and the Board Room), and occasionally the Audrey DeMuth Community Room, may be used for study purposes when not previously reserved for meetings. Study rooms are not available for advance reservations.

- Adults, middle and high school students, and children age 11 and under accompanied by an adult may request these rooms on a first-come, first-served basis.
- Study rooms are available for three hour intervals. Library staff may grant additional time if no one is waiting. Users who have been granted additional time will be given 15 minutes to vacate a room if a new party wishes to use it and no other rooms are available.
- In order to make room usage fair to all patrons, study room usage may be limited to Crete patrons only or users may be limited to three (3) sessions per week. Other limitations may be imposed at the discretion of the Executive Director.
- Groups may not acquire additional sessions by having different members of the group request a room.
- A/V equipment is not available to study room users without prior permission.
- Library rooms are not soundproof and users are asked to be respectful of other patrons regarding noise.
- Users will not be permitted to use a room within 30 minutes of a scheduled reservation, and users must vacate rooms **at least 15 minutes** prior to closing.
- Once a room has been vacated for more than 10 minutes, the library reserves the right to remove the user's belongings without assuming responsibility or liability thereof and to reassign the room to an available status.
- The library reserves the right to assign specific rooms to users and to refuse use of the rooms if policies are not followed.
- Covered beverages and light snacks are allowed in study rooms. Users are responsible for clean-up and disposal of garbage, as well as an damages incurred.

When both small rooms are in use, the Audrey DeMuth Community Room may be designated a "quiet study room." Because multiple, unrelated patrons may be using the space at the same time, talking, cellphone use, or use of music or other audio is prohibited.

When applicable, additional policies for general meeting room use apply to study room use.

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