

PEORIA HEIGHTS PUBLIC LIBRARY
MEETING ROOM POLICY
Effective August 8, 2000

The Peoria Heights Public Library welcomes the use of its Meeting Room by organizations engaged in educational, cultural, civic, intellectual and charitable activities or activities requiring the use of library materials. Meetings or programs sponsored by the Peoria Heights Public Library will be given priority in the scheduling of the Meeting Room, after which other requests will be considered by the Director in the order in which they are received.

The library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the organization. Use of the Meeting Room does not constitute the library's endorsement of viewpoints expressed by participants in the program. No organization meeting at the library shall use the library as its official address or the library's telephone number for the relay of messages of the organization.

FEES (For 4 hours)

Peoria Heights Residents (For social or not-for-profit use) - \$10.00 **

Non-Peoria Heights Residents (For social: \$40.00 or not-for-profit use: \$20.00) **

** No fee may be charged, no collection may be taken, and no purchase may be required of those who attend.

Commercial Use - \$100.00

DEPOSIT (For all rentals): \$50.00 (no cashier's checks)

POLICIES

--Individuals/groups using the Library Meeting Room may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.

--Meetings or programs which in the opinion of the Library Director are inappropriate to a library because of noise or other factors will not be permitted. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.

--Smoking and alcoholic beverages are not allowed in the meeting room and any area of the library or its property.

--Any damage to the premises or library furnishings as a result of the meeting will be paid by the group. User agrees to pay for any special maintenance required and all damages done to the Meeting Room during the meeting. User also agrees to pay for all damage done to the Library premises as a result of the meeting.

--A whiteboard is available for meetings on the approval of the library director. Requests for use of the whiteboard must be made on the meeting room application. Only dry erase whiteboard markers and cleaning products provided by the library may be used on the whiteboard. Renting groups or individuals may not use their own writing or cleaning products. No permanent markers may be used. If the whiteboard is returned damaged, renters will be responsible for its repair or replacement. All borrowed markers and

cleaning products must be returned at the end of the rental period. Not including normal wear and tear, renters will be responsible for missing or excessively damaged supplies.

--The group is responsible for setting up chairs and tables for its members and putting them away when the meeting is finished. Arrangements can be made for setting up the room, but a fee will be charged. The set up fee is non-refundable if the meeting is canceled by the group on the day of the meeting.

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

--The Meeting Room is available for use during regular library hours. Meetings may not begin until half an hour after the library opens and must conclude no later than half an hour before closing.

--The library will not provide audiovisual equipment for use during the program.

--Light refreshments (coffee, punch, cookies) may be served in the Meeting Room. All refreshments must remain in the Meeting Room. Individuals/groups using the room must provide all supplies for refreshments and clean-up.

--The library does not provide storage space for property or supplies of groups or organizations using the Meeting Room. The library assumes no responsibility for private property brought into the building.

--The group is responsible for supervision of all children who may accompany its members. Children 7 years of age and under must remain with the group or be supervised by an adult who remains with them. Groups younger than 18 years old must have adult supervision who assumes responsibility for the groups' activities and for the care of property and facilities.

--No signs, posters, or announcements may be placed anywhere in the building without the express permission of the Library Director.

--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 organization's use of the room. The library reserves the right to require a certificate of insurance.

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

--All meetings may be open to staff, public, and the press.

--The Meeting Room must be cleaned of all litter and left as it was found as soon as the meeting ends. If the room is not cleaned to the Library Director's satisfaction, the deposit will be forfeited.

--Library staff will not take or deliver messages for meeting participants.

--Organizations are responsible for notifying the library of cancellations. If an organization fails to appear for its scheduled meeting, it forfeits the deposit paid at the time of the reservation.

--The contact person for each organization is responsible for ensuring that each member of his or her group is aware of and abides by these regulations.

--Future use of the Meeting Room may be restricted or denied for any violation of these rules.

--User agrees to pay for any security measures that the Library determines are reasonably required in connection with any meeting proposed by the User. At least 48 hours prior to the meeting, User shall deposit such funds with the Library, as the Library reasonably deems necessary in light of the relevant circumstances, to cover the cost of such security measures.

RESERVATIONS

Requests for use of the Meeting Room may be made by completing a reservation form. Reservations must be made at least one week in advance to the Library Director during normal business hours Monday-Friday. A deposit of \$50.00 and rental fee should accompany the form. Separate payments for each must be provided at the time of the reservation. Requests will be honored on a first-come, first-served basis.

REVIEW PROCESS

User may appeal any decision of the Library under the Meeting Room Policy to the Board of Trustees.

Such appeal shall be filed in writing with the Library Director within 10 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 User or when the written notice is sent to user by first class or certified mail.

In the event of such an appeal, the Board of Trustees shall hold a hearing for the purpose of hearing 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.

Amended July 8, 2002

Reviewed and approved, September 8, 2008

Amended and approved, November 10, 2009

Amended and approved, November 10, 2015