

MEETING ROOM USE POLICY

I. Who May Use

- a. The Pekin Public Library welcomes use of its meeting rooms by organizations engaged in educational, cultural, civic, intellectual and charitable activities or activities requiring the use of library materials. 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.
- c. Because of the demand for 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. The following programs are EXCLUDED: programs not suitable for the Library's physical facilities and piano practice.

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.
- b. There are four 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, maximum capacity 200
 - ii. Marigold Room, maximum capacity 15
 - iii. Conference Room, maximum capacity 12
 - iv. Rose Room, maximum capacity 8
- 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 meeting. 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

- a. Meeting rooms are available for use during regular hours. Meetings must conclude at least 15 minutes before the Library closes. Under certain circumstances, the Director may permit certain meeting spaces to be available at 8am.

V. Equipment

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

VI. Room Arrangement and Food

- a. The Pekin Community Room has four options for room setup. This selection may be made at the time of the application for a room.

- b. Food or beverages may be served. All refreshments must remain in the meeting area.

VII. Fees

- a. Room Rental is according to the following fee schedule:
 - i. Not-for-Profits, Service Organizations, Government Agencies and Schools Use:
 - Marigold, Rose or Conference Room: no charge
 - Community Room: \$20 set up and tear down fee
 - ii. Commercial Use:
 - Marigold, Rose or Conference Room: \$10 per hour
 - Community Room: \$20 per hour
 - iii. Private Party Room Use:
 - Community Room Rental: \$30 for 2 hours
 - Video Game Party Package: \$50 for 2 hours, plus a \$50 deposit
 - iv. Library sponsored programs will not incur a charge for meeting room use.

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, with the exception of 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 must also be present at the meeting and assume responsibility for the groups' activities and for 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 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 persons attending meetings. Meeting room attendees may not leave children under 9 unattended in the Library in accordance with 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. Groups using a meeting room must park in the south Library parking lot (off Fourth Street) except for members with health- or age-related difficulties.
- m. Future use of the meeting rooms may be restricted or denied for any violation of these rules.
- n. 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.

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 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 the User or when the written notice is sent to user by first class or certified mail.
- b. In the event of such an appeal, the Library Services committee shall hold a hearing for the purpose of hearing evidence relevant to the appeal.
- c. Within 30 days after 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
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