

## **4.4 Meeting Rooms**

### **A. Introduction**

1. The Acorn Public Library District has a meeting room with a maximum capacity of 60 persons and a conference room with a maximum capacity of 15 persons. The primary purpose of these rooms is in support of library functions, meetings, and programs. The Acorn Public Library District may make these rooms available for use by community groups, provided that such use does not interfere with the primary functions of the Library and does not disrupt the ability of the Library or its staff to conduct business in a normal and orderly manner. Library programs or meetings shall always have priority over outside meetings for use of the meeting rooms. The use of meeting rooms by outside individuals, groups, clubs, or organizations does not constitute an endorsement of these individuals, groups, clubs, or organizations by the Library, its staff or its Board of Trustees. The Library is not responsible for the content of third-party programs.
2. The Library reserves the right to monitor all meetings held in the meeting rooms.

### **B. Application**

1. An application for use of the meeting room must be submitted at least 10 business days in advance of the date(s) requested. Groups will be booked in order by the date of their application. The Library reserves the right to refuse use of its meeting rooms for any meeting incompatible with the Library's mission and facilities.
2. Requests shall be accepted for no more than 6 months in advance, for the period running January-June, and July-December. Groups that meet on a regular basis and wish to extend their reservations into the next six-month period must file a new application. No group or organization may reserve a meeting room for more than one meeting a month, and dates may not be reserved daily, weekly, or biweekly.
3. A group or organization must designate one person to assume legal responsibility for its activities in the library. This person must sign the application form. This person must be in attendance at the meeting for the entire length of the meeting.
4. Groups requesting to use certain available Library equipment (e.g., tables, chairs, white boards, audio-visual equipment, etc.) must do so on the application form.
5. Outside organizations may be asked to present a certificate of liability insurance naming Acorn Public Library District as an additional insured. Failure to comply with such request may lead to a denied application.

### **C. Fees**

1. The fee for use of the Library's Meeting Room is \$50.00 per hour. The fee for the use of the Library's Conference Room is \$25.00 per hour. Fees are to be paid within one week of the approval of the application. Checks should be made payable to: Acorn Public Library District.
2. Notice of cancellation of a scheduled meeting should be made to the Director at least 3 days in advance of the meeting. Failure to give this notice will result in the prepaid rental fee being forfeited.
3. The Director may waive these fees for local non-profit and governmental organizations.

### **D. Rules for the Use of the Meeting Rooms**

1. A representative of a group may prepare for the meeting in advance, but only by prior arrangement with the Director or designated Library representative.
2. The group assumes all responsibility for set up and clean up. Meeting rooms must be left neat and undamaged. The room must be cleaned up and put back in order

- after the meeting, otherwise a cleaning fee of \$50.00 will be charged. Groups are responsible for any willful or accidental damage to the Library building, grounds, equipment, materials, or property and are responsible for reimbursing the Library for said damages.
3. Any group or persons using a meeting room indemnify and hold harmless the Acorn Public Library District, its trustees, and its staff for any and all accidents that may be sustained on the premises.
  4. All groups are responsible for complying with the Americans with Disabilities Act.
  5. All meetings shall be open to the general public. Groups may not charge admission, nor solicit or require donations. No products or services may be solicited or sold, except in the case of payment for materials required for educational or group discussion use. No social functions are allowed.
  6. Promotional materials for meetings held should in no way imply library sponsorship. The Library's telephone number or email address may not be used in any such materials. The Library will not give out any information regarding meetings. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization.
  7. Light, non-alcoholic refreshments may be served.
  8. Meetings may not interfere with the regular functions of the Library. Such interference can include excessive noise, activity outside the meeting room, or any violations of the libraries policies regarding patron behavior. Groups that do not follow Library rules and regulations or that repeatedly interfering with Library functions will be permanently denied the privilege of using the Library's meeting rooms.
  9. Children under the age of 18 are to be under adequate and proper supervision at all times.
  10. Meetings may only be scheduled during times when the Library is open. All meeting rooms must be vacated no later than 15 minutes before the library closes for the day.