

Public Meeting Room Policy – updated 9/24/24

PURPOSE STATEMENT:

Cherry Valley Public Library has the following meeting rooms available for use: The Friends of the Library Public Meeting Room (Large Meeting Room), the 21st Century Conference Room (Conference Room), and the Farrell CPAs Literacy Room (Literacy Room).

Meeting room requests may be made through the online application or in person.

Anyone using a meeting room is subject to the Patron Code of Conduct.

Any exemptions to this Policy must be approved by the Library Board. The Library Board reserves the right to determine justifiable use and cancellation for just reasons (such as inclement weather).

POLICY:

I. RESERVATION REQUESTS:

1. Meeting rooms are reserved on a first come, first serve basis.
2. Priority for meeting rooms will be given in the following order of preference ...
 - a. The library's own programs.
 - b. A program in which the library is a sponsor, participant, or cooperating sponsor.
 - c. Use by a nonprofit within the library district.
 - d. Use by for-profit businesses that are located within the library district.
 - e. Use by nonprofit located outside of the library district.
 - f. Use by for-profit businesses located outside the library district.
3. The Meeting Rooms will be considered reserved only after approval by the Library Director or his/her designee, fees (if any) are received, and confirmation has been sent to the contact person of the group.
4. Cherry Valley Public Library cardholders in good standing may request a room for 3 hours with an additional one-hour extension for a total of four hours per day.
5. Others may request a room for 2 hours with an additional one-hour extension for a total of three hours per day.
6. Reservations will be forfeited after 15 minutes of the start time.
7. When cancellation of a meeting is necessary, the library should be provided with at least 48 hours' notice. A valid phone number, email address and contact person must be listed on the application.

II. ROOM CAPACITY, EQUIPMENT, FURNISHINGS and FEES:

Equipment and furniture are available to be reserved through the library's online room reservation system. Applicants should request specific equipment when completing their applications.

Depending on the needs of the library at any given time, one or more items of equipment may not be available for use by an applicant.

For applicants paying fees for room usage, payment must be received within one week of application. Reservations are not finalized until payment is received. Fees are determined by the Board of Trustees of the Cherry Valley Public Library.

Room	Capacity	Equipment	Furnishings	Fees
Literacy Room	4	40" flat screen TV with internet capability	One 40" square table and four chairs	No charge
Conference Room	16	40" flat screen TV with internet capability.	Four 40" square tables and 16 chairs	<p>Non-profit (in district) = No charge.</p> <p>Non-profit (outside district) = \$25.00 for two hours and \$10.00 for each additional hour.</p> <p>For-profit (in district) = \$25.00 for two hours and \$10.00 for each additional hour.</p> <p>For-profit (outside district) = \$25.00 for two hours and \$10.00 for each additional hour.</p>
Large Meeting Room	80	Podium Projector CD player DVD/Blu Ray player	Four 8 ft. rectangular tables Six 6 ft. rectangular tables 80 chairs	<p>Non-profit (in district) = No charge.</p> <p>Non-profit (outside district) = \$25.00 for three hours and \$10.00 for each additional hour.</p> <p>For-profit (in district) = \$25.00 for three hours and \$10.00 for each additional hour.</p> <p>For-profit (outside district) = \$50.00 for three hours and \$25.00 for each additional hour.</p>

III. RESTRICTIONS ON USE OF MEETING ROOMS:

The Meeting Rooms may not be used for:

1. Social events or gatherings;
2. Fundraising activities, other than groups raising funds to benefit the library;
3. Groups or associations wishing to charge an entrance fee or donation at the door to benefit their own organizations;
4. Any illegal activity or uses which advocate or incite illegal activities;
5. Programs that may disrupt the quiet use and enjoyment of the library by members of the general public. Without limiting the generality of the foregoing prohibition, the Meeting Rooms may not be used to hold "rallies", demonstrations or other similar events, and no loud music or other sound which is audible in other parts of the library (at levels which would be disruptive to patrons of the library) will be permitted.

IV. RESERVATION PROCEDURE:

1. Applications for use of Meeting Rooms should be completed through the library's online room reservation system.
2. Persons filling out an application for a group, club, organization, or business must be at least 18 years of age.
3. The Meeting Rooms may be reserved between three days and six weeks prior to the event. For Meeting Room reservations occurring in less than three days, the request should be submitted to the library in person.
4. Upon Library staff approval of dates, the applicant will be notified. If the applicant is charged a fee, payment must be received within one week of notification. Reservations are finalized upon receipt of payment if applicable. Payment may be either cash, check, or credit/debit card.

V. SET-UP AND CLEAN-UP:

1. Room and Equipment Set-Up:
 - a. Persons reserving Meeting Rooms should check in at the front desk upon arrival.
 - b. Library staff will be available to instruct and set up Library-owned electronic equipment.
 - c. Any additional equipment or furnishings brought into the library must be approved in advance by the Library Director.
 - d. The Meeting Rooms are not equipped with kitchen facilities. Food and non-alcoholic covered drinks are allowed. Organizations and individuals are responsible for removing their trash from the building.

2. Clean-Up:

- a. Clean-up is the responsibility of the group using the room.
- b. The Meeting Rooms used should be returned to the condition in which they were found.
- c. Any accidents, spills, or other damage must be reported to staff before leaving the premises so that library maintenance and cleaning staff can attend to it.
- d. Users must pay the cost for repair of any damage to facilities, furniture, fixtures, or equipment.
- e. If an applicant or organization does not keep the Meeting Rooms in reasonable order, that applicant or organization will be charged a custodial fee (in addition to the regular application fee) equal to the custodian's hourly rate for time spent restoring order and cleanliness, or commercial cleaning service fees, whichever is greater. Future use of the Meeting Room may also be forfeited if there are repeated instances of damage or mess.
- f. The library will not be responsible for materials or equipment left in the building by users.
- g. The library cannot store any materials or items for groups using the Meeting Room(s).

VI. MISCELLANEOUS:

1. The Meeting Rooms are available during regular library business hours only. Rooms are available from opening until 30 minutes before closing.
2. No alcohol, smoking, or weapons are permitted in the library or on the grounds under any circumstances. Use of candles, lighters, or any other type of flammable device is strictly prohibited.
3. Any fees set forth in this Policy may be waived in special circumstances at the sole discretion of the Library Director.
4. The applicant or organization using the Meeting Rooms is responsible for providing, at its expense, any assistance to individuals with disabilities who wish to participate in the program which is required under the Americans with Disabilities Act.
5. Any applicant, group, or organization which has failed to comply with any part of this Policy may be barred from any future use of the Meeting Rooms.
6. No sign will be permitted in any part of the library advertising any for-profit activity within any Meeting Room. (A directional sign is permissible.)
7. Use of a Meeting Room does not constitute the library's endorsement or sponsorship of the applicant's event, viewpoint, or purpose.