

# ALPHA PARK PUBLIC LIBRARY DISTRICT POLICIES

## Meeting Rooms Policy

### POLICIES

Alpha Park Library's meeting room facilities are open to organizations engaged in educational, cultural, intellectual, or charitable activities. These organizations must support the library's mission "to provide materials and services for the recreational, social, informational, and educational needs of the community."

**Library sponsored programs receive first priority**, after which other requests will be considered in the order in which they are received. In case of emergencies other meetings may be canceled to accommodate library needs.

Groups using meeting rooms are expected to conduct business in such a way that they do not disrupt the ability of the library to operate in a normal, orderly manner. All meetings must be open to staff.

The library reserves the right to limit organizations' use of the room to encourage the broadest possible use by many organizations. Under normal circumstances, groups may reserve a room for up to one year's time, with a limit of twelve (12) meetings per year. Rare exceptions to this rule must be approved by library administration.

The fact that a group is permitted to meet at Alpha Park Library does not in any way constitute an endorsement of the group's policies or beliefs. In case a question regarding room use is raised, the Library Director shall be the authority in granting or refusing permission for the use of the room. Anyone wishing to appeal a decision on room use must make the appeal in writing to the Library Board, and give it to the Director for inclusion on the agenda of the next regularly scheduled Board meeting.

### MEETING ROOMS:

Alpha Park Library offers five meeting rooms, which can be scheduled by the public.

Meeting Rooms 1 & 2, combined as one room: Seats 75 in chairs or 50 with tables.  
Small kitchen facility available off Meeting Room 1.

Meeting Room 1: Seats 25 in chairs or 15 at tables. (First floor & kitchen facility)

Meeting Room 2: Seats 25 in chairs or 15 at tables. (First floor)

Meeting Room 3: Seats 20 in chairs or 15 at tables. (Second floor)

Meeting Room 4: Seats 10-12 in chairs or 8-10 at tables. (First floor)

Three small study rooms on the first floor are available with seating for 2 to 4 people. There is no charge for the use of these rooms. "First come, first served" generally applies, although advance reservations may be made with Information Desk staff at 697-3822, ext. 13.

## HOW TO APPLY

Reservations are made through the Business Office, 697-3822, Ext. 15, up to a year in advance. An application for use of a meeting room must be submitted the first time a group wishes to use a room.

When a meeting is postponed or canceled, the library must be notified. Failure to do so may result in the loss of future use.

**Groups regularly meeting at the library should be assisting the library's development through gifts, donations of equipment, volunteers, or other forms of expertise that will further the ability of the library to serve the Library District and its patrons.**

## RENTAL FEES:

Not-for-profit organizations: Offering services for which there may or may not be a charge: No Fee.

For profit and social events: \$80.00 for four hours or portion thereof, and \$10.00 for each additional hour or portion thereof. Set up and clean up time is included in the four hours.

The Library Board authorizes the Director the right to waive fees for any program felt worthy of exception. Requests must be made to the Director prior to the meeting.

## REGULATIONS:

The library meeting rooms are available during the library's regular public business hours: Monday – Thursday 9-9; Friday 9-6; Saturday 9-5.

**Parking is limited.** Large groups are urged to car pool. The library's north parking lot may be used, as well as the main lot on the south side, to avoid crowding and prohibit patrons' access to the library.

Meetings should be scheduled to start from 15 minutes after library openings to allow time for arranging tables and chairs. They should end 15 minutes before library closings.

The group is responsible for setting up chairs and tables for its members.

Alcoholic beverages are prohibited in the meeting rooms and throughout the building. In compliance with the Illinois Smoke Free Act, smoking is prohibited in the building and within 15 feet of the library's entrance.

Light refreshments may be served. The library has a large coffeemaker that may be borrowed. The group is responsible for all other supplies and refreshments.

The room must be clean of all litter and left as it was found as soon as the meeting ends.

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

The group and/or its representative who reserved the room are responsible for maintaining order for room users and must conduct themselves in a manner consistent with Library usage.

Attaching anything to the walls is prohibited.

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.

Personal belongings of the group may not be stored at the library.

Meeting rooms should be left in good order. Any clean up of, or repair to, the premises, the meeting room, or Library equipment arising from the use of the meeting rooms or occurring during the period of reservation of the meeting rooms will be the responsibility of the group and the individual signing the application.

The library staff will not move or transport private property.

The library assumes no responsibility for private property brought into the library.

It is the duty of the Library Director to supervise these regulations and make rules governing proper use of the building and equipment. Failure to comply with these policies, rules, and regulations will result in responsibility for payment for necessary repairs, cleanup or maintenance and the cancellation of further use of the Library facilities.

#### SPECIAL EQUIPMENT:

If library equipment is needed, it must be specified. The library has a video projection unit which can be reserved for use with a computer/laptop computer, TV, DVD, and overhead projector.

Contact the Business Office, 309-697-3822, Ext. 15, Monday through Friday, 9:00 a.m. to 4:00 p.m., for scheduling meetings or any questions.

Adopted by the Alpha Park Public Library Board of Trustees, April 19, 2010.

Amended by the Alpha Park Public Library Board of Trustees, July 19, 2010.

Amended by the Alpha Park Public Library Board of Trustees, August 19, 2013.

Amended by the Alpha Park Public Library Board of Trustees, July 21, 2014.

Amended by the Alpha Park Public Library Board of Trustees, January 20, 2015.

*Attachment: Application for Use of a Meeting Room Form.*

**ALPHA PARK PUBLIC LIBRARY DISTRICT**  
**3527 S. Airport Rd, Bartonville, IL 61607-1799, PH: 309-697-3822 Ext. 15**  
**APPLICATION FOR USE OF A MEETING ROOM**

This application must be signed and submitted before use of the room to the library's Business Office, Monday through Friday, 9:00 a.m. to 4:30 p.m.

**1. Qualification: Use of meeting rooms of Alpha Park Public Library is open to the public.**

- a. Non-profit organizations will require no payment unless damage occurs.
- b. For-profit and social events use will require payment of \$80.00 for four hours, or a portion thereof, and \$10 for each additional hour, or portion thereof. Set up and clean up time is included in the four hours.
- c. The library reserves the right to designate which room will be assigned. The user may request a certain room and that request will be honored whenever possible.

**2. Application: Please complete all information requested, sign and date.**

- a. Name of Organization \_\_\_\_\_
- b. Non-profit \_\_\_\_\_ Other \_\_\_\_\_
- c. Are you charging an admission fee? Yes \_\_\_\_\_ No \_\_\_\_\_
- d. Date requested \_\_\_\_\_ Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm
- e. Purpose for which the room is requested: \_\_\_\_\_  
\_\_\_\_\_
- f. Number of persons anticipated: \_\_\_\_\_ No. of tables needed: \_\_\_\_\_
- g. Contact person to contact (information will be given to the inquiring public):  
Name \_\_\_\_\_  
Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
Phone: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_
- h. Will equipment be needed? \_\_\_\_\_  
Large Coffeemaker \_\_\_\_\_ Screen \_\_\_\_\_  
TV/ DVD \_\_\_\_\_  
Overhead Proj \_\_\_\_\_  
Flip Chart \_\_\_\_\_  
Podium \_\_\_\_\_

I realize that in submitting this request, I am assuring the library that the above information is correct and that any advance publicity about any meetings specified above should in no way involve the library except as a place of meeting. Violations of the rules regarding the use of the library will result in the cancellation of the meeting and reconsideration in scheduling future meetings.

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(date)

**FEE DUE:** \_\_\_\_\_ **(Before meeting)**

Adopted by the Board of Trustees, July 19, 2010; amended August 19, 2013; amended, 2014; amended January 20, 2015.  
Meeting Rooms policy attached.