



# Alpha Park Public Library District Policies

## Meeting Room Policy

Alpha Park Library's meeting rooms are open to organizations, individuals, and community groups engaged in educational, cultural, intellectual, or charitable activities. Any use of the library meeting rooms 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 all other requests will be considered in the order in which they are received. Requests for dates in a new calendar year cannot be received before November 30<sup>th</sup>. In case of emergencies meetings may be canceled to accommodate library needs.

Meeting room use must not disrupt the ability of the library to operate in a normal and orderly manner. All community and non-profit meetings must be open to staff and the public. Private parties must be open to staff and should not place any staff under undue strain.

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. Exceptions to this rule must be approved by the Library Director.

The fact that a group is permitted to meet at the Library does not 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 about 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 four meeting rooms, which can be scheduled by the public.

Meeting Room 1: Seats 75 in chairs or 50 with tables. Small kitchen facility available. (First floor)

Meeting Room 2: Seats 10-12 in chairs or 8-10 at tables. (First floor)

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

Two 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.

"Quiet rooms" in the youth services area and on the first floor next to the other study rooms are designated as a space for small children needing a break from public participation in library services, nursing parents, and individuals in need of respite (children and adults to use respective rooms only). Any child under the age of 7 must be accompanied by an adult while using these rooms. These rooms may be used for increments of 5 to 30 minutes as needed. These rooms may not be reserved.

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 its patrons.

## **REGULATIONS:**

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. These can be found on our website or at the circulation desk.

When a scheduled meeting is postponed or canceled, the Library must be notified up to 4 hours in advance. Failure to do so may result in loss of future use. Cancellations made less than 4 hours prior to the scheduled time will not be refunded.

Not-for-profit organizations and recognized community groups offering services for which there is a charge are generally not permitted. Membership fees into such organizations are understandable.

Events that are put on by community groups and not-for profit groups must be open to the public and free of charge. Any charges or fees incurred must be donated to charitable organizations.

The library meeting rooms are available during the library's regular business hours: Monday-Thursday 9:15 am to 8:45 pm; Friday 9:15 am to 5:45 pm; Saturday 9:15 am to 4:45 pm

Meetings should be scheduled to start from 15 minutes after opening and end 15 minutes before closing to allow time for set up and break down.

The library has the right to designate which meeting room will be appointed for use. Patrons may request which meeting room is desired. That request will be honored whenever possible.

Parking is limited. Large groups are urged to car pool and use the north parking lot when possible.

The group is responsible for setting up chairs and tables for its members. This also includes any additional cleaning or sanitizing that may be necessary.

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 free of charge. Coffee must be supplied by the renting party. The renting party is responsible for proper disposal of all food waste.

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, DVD, and overhead projector.

Contact the Business Office, 309-697-3822, Ext. 15, Monday through Friday, 9:00 a.m. to 4:30 p.m., for scheduling meetings or any questions.

#### **RENTAL FEES:**

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.

For profit and social events rates:

\$65.00 for four hours Monday through Thursday and \$10.00 for each additional hour. No smaller allotment of time will be billed for. Set up and cleaning time is included in the hourly rates.

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.  
Amended by the Alpha Park Public Library Board of Trustees, March 18, 2019  
Amended by the Alpha Park Public Library Board of Trustees, October 18, 2021.

# APPLICATION FOR USE OF A MEETING ROOM

This application must be signed and submitted at least 48 hours before use of the room to the library's Business Office, Monday-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. Not-for-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. Not-for-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. Alternate person to contact (information will be given to the inquiring public):  
Name \_\_\_\_\_  
Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
Phone, Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_
- i. Will equipment be needed? \_\_\_\_\_
  - Large Coffeemaker \_\_\_\_\_
  - Screen \_\_\_\_\_
  - TV/ DVD \_\_\_\_\_
  - Overhead Projector \_\_\_\_\_
  - Easel for use with flip charts \_\_\_\_\_
  - Podium \_\_\_\_\_
  - Laptop computer \_\_\_\_\_

APPLD Meeting Rooms Application

Note: Groups requiring flip charts must provide their own paper.

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 shall 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)**

**Note:** 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.