

PEORIA HEIGHTS PUBLIC LIBRARY
MEETING ROOM POLICY
Effective September 15, 2021

The Peoria Heights Public Library welcomes the use of its Meeting Room by organizations (Users) for informational, educational, cultural and civic activities or activities requiring the use of Library materials. Meetings or programs sponsored by the Peoria Heights Public Library will be given priority in the scheduling of the Meeting Room, after which other requests will be considered by the Library Director in the order in which they are received.

The Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the User.

Use of the Meeting Room does not constitute the Library's endorsement of viewpoints expressed by participants in the program.

The contact person for each User is responsible for ensuring that each member of the organization is aware of and abides by these regulations.

Future use of the Meeting Room may be restricted or denied for any violation of these rules.

RESERVATIONS

- Requests for use of the Meeting Room may be made by completing an application form at the Library's Circulation Desk. Reservations may be made up to 60 days in advance of an event.
- The Meeting Room is available for use during regular Library hours. Meetings may not begin until half an hour after the Library opens and must conclude no later than fifteen minutes before closing.
- Rooms may be reserved by those 18 years of age and older.
- Rooms may be reserved for up to four hours per reservation.
- Attendance of any meeting is limited to occupancy limits established by the Fire Marshall.
- No reservation holder may transfer a reservation to another patron.

GENERAL RULES

- All meetings must be free and open to Library staff and the general public. Users may not charge admission, raise funds, take up donations or collections, or buy and sell any goods, services or other thing of value. No form of gambling or gaming that involves the exchange of money or other thing of value is allowed in the Meeting Room.

- Users of the Meeting Room may not discriminate based on race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.
- Users are responsible for their own setup and cleanup and are liable for any spills or damage that may occur. Arrangements can be made for setting up the room, but a fee will be charged. The set-up fee is non-refundable if the meeting is canceled by the User on the day of the meeting.
- In the event of a Library building emergency or weather-related emergency, meetings may be canceled.
- All advertisements, mailings and postings, whether print or electronic, must not include the Library's logo and the Library name may only be used to identifying the meeting's location. The Library telephone number is not to be included in any news releases or publicity for the event.
- Light refreshments (coffee, punch, cookies) may be served in the Meeting Room. All refreshments must remain in the Meeting Room. Users must provide all supplies for refreshments and clean-up. The Meeting Room must be cleaned of all litter and left as it was found as soon as the meeting ends.
- The User 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. Users younger than 18 years old must have adult supervision who assumes responsibility for the groups' activities and for the care of property and facilities.
- The User agrees to indemnify and hold the Library harmless from any and all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of the User's use of the room. The Library reserves the right to require a certificate of insurance.
- The User must comply with the Americans With Disabilities Act and is responsible for providing qualified interpreters or auxiliary aids upon request.
- Users must notify the Library of cancellations not less than 24 hours in advance of the meeting.
- User agrees to pay for any security measures that the Library determines are reasonably required in connection with any meeting proposed by the User. At least 48 hours prior to the meeting, User shall deposit such funds with the Library, as the Library reasonably deems necessary in light of the relevant circumstances, to cover the cost of such security measures.

LIMITATIONS

- Meeting rooms may not be reserved for individual use, social gatherings or private

parties, including but not limited to birthday parties, showers, potlucks, banquets, graduations, weddings, memorials or family reunions.

- Meetings or programs which in the opinion of the Library Director are inappropriate to a library because of noise, or which pose a clear and present danger to the health, safety or welfare of any participant, Library staff member, patron or the community will not be permitted. Meetings cannot be expected to disrupt the ability of the Library to conduct its business in a normal and orderly manner.
- Smoking, vaping, and alcoholic beverages are not allowed in any area of the Library including the Meeting Room.
- No User meeting at the Library shall use the Library as its official address or the Library's telephone number for the relay of messages of the User.
- Library staff will not take or deliver messages for meeting participants.
- The Library does not provide storage space for property or supplies for Users of the Meeting Room. The Library assumes no responsibility for private property brought into the building.

ROOM ETIQUETTE

- The Meeting Room must be cleaned of all litter and left as it was found as soon as the meeting ends.
- No posters, papers, pictures, objects, hangings or decoration may be placed on Meeting Room walls, windows or doors. No signs, posters, or announcements may be placed anywhere inside or outside the building without the express permission of the Library Director.
- Any damage to the premises or Library furnishings as a result of the meeting will be paid by the User. User agrees to pay for any special maintenance required and all damages done to the Meeting Room during the meeting. User also agrees to pay for all damage done to the Library premises as a result of the meeting.
- A representative of the User should notify Library staff when the meeting has concluded.

REVIEW PROCESS

User may appeal any decision of the Library under the Meeting Room Policy to the Board of Trustees.

Such appeal shall be filed in writing with the Library Director 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 User or when the written notice is

sent to User by first class or certified mail.

In the event of such an appeal, the Board of Trustees shall hold a hearing for the purpose of hearing evidence relevant to the appeal.

Within 30 days after conclusion of the hearing, the Board of Trustees shall make a written recommendation regarding the matter. The written recommendation will be the final decision concerning the appeal.

Approved, September 14, 2021