

# McHenry Public Library Meeting Room Use Policy

The Library Meeting Room is a limited public forum and is generally available for public gatherings of a civic, cultural or educational nature. Availability of the meeting room is at the discretion of the Board of Library Trustees and the executive director. The room is available beginning one half hour after the library opens for service. The room must be vacated before the library closes for service. Seating capacity of the room is 75 people. Rules for the use of the meeting room are drafted by the library director and are reviewed by the Board of Library Trustees. Rules are posted in the meeting room and are included on the meeting room application form (see appendix).

## Scheduling

The meeting room is available on a first come, first served basis. However, library sponsored and library related programs are given first priority. ***Groups and individuals are limited to one meeting room reservation per month.*** Reservations may be made on a calendar year basis. Reservations for the next calendar year may be made beginning September 1st. Cancellations should be made as promptly as possible. The library will only refund meeting room fees if the cancellation is made at least one week prior to the scheduled activity.

## Fees

Not for profit organizations with proof of 501(c)3 status:	\$10.00
Not for profit organizations without proof of 501(c)3 status:	\$25.00
For profit organizations and businesses:	\$50.00
Security or police assistance, when appropriate:	cost recovery basis

## Americans With Disabilities Act

The McHenry Public Library District complies, to the best of our ability, with the regulations governing the Americans With Disabilities Act (ADA). All meetings and programs held in the Library Meeting Room are open to the general public. Any organizations or individuals using the facilities of the McHenry Public Library District are expected to comply with any and all ADA regulations. As such, groups choosing to use the Library Meeting Room may be held responsible for providing sign language interpreters, information in large print format, providing enhanced amplification or other reasonable requests for ADA accommodation.

## MEETING ROOM - cont'd.

### Rules governing use of the Library Meeting Room

1. In unusual circumstances, the library reserves the right to supersede other meetings in the event of a meeting room conflict.
2. The individual or organization reserving the room is responsible for providing library staff with the details of the room set-up at the time the meeting room application is filed.
3. Refreshments are limited to coffee and tea and non-messy snacks. The library does not provide coffee makers, coffee, tea, creamer, sugar, or paper goods.
4. The library maintains a drug free, alcohol free and smoke free environment. Individuals or groups using the library meeting room are expected to uphold this policy.
5. The meeting room is only available for use during regular library hours, beginning 30 minutes after the library is open to the public. The room must be completely vacated before the library closes at the end of the service day.
6. A completed meeting room application form, a check for any room use fees and proof of 501(c)3 status must be received by the library before the reservation is confirmed. Reservations must be made at least 7 days prior to the requested meeting date.
7. The library does not provide porter service to carry supplies or materials.
8. No equipment, materials or supplies may be stored at the Library.
9. Groups using the Library Meeting Room may not use the Library as the organization's mailing address.
10. Groups using the Library Meeting Room are responsible for any damage to library furnishings, equipment or materials.

Excessive crumbs in the carpeting:	\$25.00
Carpet Stains:	\$50.00
Damage to drywall:	Actual repair cost
Marker or other stains on walls:	\$100.00
11. The Library is not responsible for loss or damage of property to any individuals or groups using the Library Meeting Room.
12. Some AV equipment is available for use free of charge. However, the group reserving the meeting room is responsible for providing a qualified operator for any requested equipment. The plasma screen television is only available for library sponsored programs.

## MEETING ROOM - cont'd.

13. All events held in the library meeting room must be open to the general public. As such, individuals using the Library Meeting Room are responsible for observing any and all policies, regulations and practices governing public meetings held in a public meeting room owned by a governmental body. Examples include, but are not limited to ADA regulations, copyright restrictions and codes relating to fire and public safety.
14. In the event the Library Director or the Board of Library Trustees determines that police protection is needed to ensure the safety of the group or other library patrons the Director shall inform the group that all security costs and/or damage to library property are at the expense of the group reserving the library meeting room.
15. All groups using the library meeting room must furnish a current certificate of liability insurance.

The Library Meeting Room is not available for:

- Programs creating excessive noise that would disrupt library service
- Programs involving religious rites or ceremonies
- Private parties
- Meetings involving youth under the age of 18 without adult supervision
- Gambling or any illegal activities.
- Sales presentations for general marketing purposes

With the exception of library activities, programs are prohibited if there is a charge for admission, if a collection is taken or if sales are made.