

Dunlap Public Library District

Meeting Room Policy

Adopted: February 2015

Updated: 28 October 2024

I. Introduction

- A. The meeting room of Dunlap Public Library District (DPLD) is available to support organizations and/or individuals (hereafter “Users”) engaged in educational, cultural, intellectual, or charitable activities. The room is used to support Library functions, meetings, and programs. Activities sponsored or co-sponsored by the Library or a Library-related organization have priority. In case of emergencies, other meetings may be canceled to accommodate Library needs.
- B. When not in use by the Library, rooms are available for use by groups and organizations serving the residents of Dunlap, or of civic value to the community. Policy regulations are applied to promote safe and equitable usage of civic space, administer room usage in an organized fashion manageable to staff resources, and prevent monopolization.
- C. Any activities that materially and substantially interfere with the function, purpose, and mission of the library are not permitted. As a limited public forum, the Library will not discriminate in making its premises available.
- D. 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. Any user wishing to appeal a decision on room use must make the appeal in writing to the Library Board of Trustees, and communicate it to the Library Director for inclusion on the agenda of the next regularly scheduled Board meeting. Such appeal shall be filed in writing with the Library Director within 10 days after notice of decision is given to the user.
- E. The Library Director may approve the use of the library’s study room for a small group reservation at their discretion, as an alternative.
- F. Use of the meeting room of the Library Board of Trustees is governed by the Illinois Open Meetings Act, and not necessarily by this Policy.

II. Regulations for Room Utilization

When not in use by the Library, meeting rooms may be reserved by other users, provided that:

- A. All outside users and attendees must adhere to the patron behavior policies, all local, state, and federal laws. Excluded prohibited activities may include, but are not limited to: ones that are obscene, defamatory, invade an individual’s privacy, directly incite violence, or encourage harm.
- B. Users may not use the name, address, or telephone number of the Library, except for notifying members and attendees of the location for a meeting; the use of a room may not imply endorsement or sponsorship. The Library is not to be included in any promotional or marketing materials as a source of information for this specific event.
- C. Users are responsible for room set-up, clean-up, and all equipment. Staff will assist with reasonable meeting room needs but are not available to provide ongoing assistance for the duration of any meetings. Staff cannot assist with transporting materials into or out of the meeting rooms. **Personal belongings of the users will not be stored at the Library or dropped off ahead of time.**

- D. Use of the Library's AV equipment (blu-ray player, projector, speakers, and screen) must be requested in writing at the time of application. Approval of this request will be made based on staff availability.
- E. Users must be conversant with their own equipment and technology.
- F. At the earliest, meetings should be scheduled to start 15 minutes after the Library opens to the public, and will end no later than 15 minutes before the Library closes.
- G. Users of the meeting room may not charge for admittance, participation, nor request donations for attendance.
- H. Any use of the room with minor children shall require adequate supervision and adult moderation of the activities. A minimum of 1 adult for every 8 children is requested, adults will be responsible for clean, safe, and respectful usage of the space.
- I. Users must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their attendees.
- J. Library staff must always have access to meeting room. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance to this policy.
- K. Hazardous materials that may damage rooms may not be used including, but not limited to, candles or fire, glitter, paints, solvents, tape on walls, explosives, etc. Any user of the meeting room is responsible for damage to the building, grounds, collections, or equipment caused during their use of the space. The Library reserves the right to bill users accordingly for all repairs, maintenance, or cleaning.
- L. Thermostat must not be changed unless approved by the Library Director or their designee.
- M. Consumption of food must be approved in advance by the Library Director. [From "Patron Conduct Policy"]: In accordance with laws 410 ILCS 82/ and 410 ILCS 705/, the use or consumption of any tobacco, cannabis, or alcohol product is not permitted in the library or within 15 feet of the building.
- N. Users failing to comply with any part of this policy or the established procedures and policies of the Library, or who provide false information on the application form, or by other communication methods, will be denied use of the meeting room.
- O. Users agree to indemnify and hold harmless the DPLD, and its officials for all liability arising from use of space. Users will obey any occupancy limits for the meeting room.
- P. In the event of a Library building emergency closure, meetings will be cancelled.
- Q. Users are responsible for notifying the Library of cancellations. If a user fails to cancel (2) business days prior to the scheduled meeting, or if it fails to appear for its scheduled meeting, it forfeits the rental fee paid at the time of the reservation.
- R. The Library reserves the right to revoke permission to use the meeting room at any time as a result of any prior disorderly, disruptive, or inappropriate behavior.
- S. Users agree to pay, at least 48 business hours prior to the meeting, for all security measures that the Library Director and/or the Board determines are required in connection with any meeting proposed by the user. User shall deposit such funds with the Library Director as deemed necessary in light of the relevant circumstances, to cover cost of all security measures.

III. How to Apply

- A. Reservations must be made by a qualified individual over the age of 18 years of age. This individual will be considered the contact responsible, and must remain on-site for the duration of the event.
- B. Reservations are made through the Library at (309) 243-5716 or emailing a completed Meeting Room Application Form (which can be found on the Library website) to ask@dunlaplibrary.org. A written Application Form for use of the Meeting room must be submitted each time a user wishes to use the room.
- C. The Application must be signed and submitted together with rental fee and damage deposit received by the Library Director or their designee seven (7) business days before use of the room.
- D. The Application is not considered approved until the Library Director or their designee approves the Application in writing, and damage deposit is received.

IV. Rental Fees

- A. Damage deposit: \$100 deposit is required in every case.
- B. Commercial groups: \$400 per four-hour session, minimum. Includes setup and cleanup time.
- C. Non-profit or civic groups: No fee. Reservation of room is in two-hour sessions/blocks of time.
 - 1. Events where products are sold for the users' profit or a charge is paid by the attendees resulting in a user profit do not qualify for non-profit rental rate.
 - 2. The Library reserves the right to require proof of current non-profit status.