

## **Meeting Room Policy**

(Adopted by the Board: June 2002; revised 11/2008)

The Plainfield-Guilford Township Public Library welcomes public use of its meeting facilities in keeping with the library=s mission. This Meeting Room Policy establishes guidelines and procedures for the use of the library=s meeting facilities. The library director or his/her designee is responsible for implementing this policy and for maintaining reservation lists.

Use of library meeting rooms by any group signifies acceptance of the statements contained in this policy.

### Section I: General Guidelines

1. The library=s meeting rooms are available at no charge to non-profit groups or organizations for six or more attendees to meet.
2. The meeting rooms may be contracted for by post-secondary institutions for the purpose of offering formal courses to students. Such arrangements will be negotiated by the director with Board approval.
3. No group may use the library=s address or telephone number as its headquarters in any advertisement, with the exception of the Friends of the Plainfield-Guilford Township Public Library.
4. Use of the library=s meeting rooms does not constitute the library=s endorsement of viewpoints expressed by participants in any program. Advertisement or announcements implying such endorsement are not permitted.
5. Any activities in the library=s meeting rooms must be open to all, with the exception of formal courses offered by colleges or universities.
6. Solicitation, campaigning, admissions or other charges, money-raising activities and/or sales are not allowed without prior approval, in writing, of the director or his/her designee.
7. The programming needs of the library may pre-empt, occasionally, scheduled meetings of another group. The library will give a 31-day notice if cancellation is necessary. The director will approve the cancellation.
8. Meetings will be cancelled if the library is closed for weather or emergencies.

9. Meeting rooms are available during all hours the library is open to the public. As of January 3, 2009, these hours are: Monday - Thursday, 9:00 am to 9:00 pm; Friday, 9:00 am to 6:00 pm; Saturday, 9:00 am to 5:00 pm; Sunday, 1:00 to 5:00 pm. If a meeting runs past closing time, a staff member must be present and a \$50 fee will be charged to the group using the room.
10. AV equipment will be requested at the time of reservation.
11. An adult, 21 years of age or older, will be responsible for supervision of any group using a meeting room.
12. Use of tobacco or illegal substances will not be allowed on library property. Alcoholic beverages may be served with permission of the director and the board. If alcoholic beverages are approved, the group serving them is responsible for obtaining the necessary licenses.
13. Announcements or notices shall not be posted on library property without prior approval, in writing, from the director.

Section II: Reservations

14. Reservations will be made by an adult, 21 years of age or older, who holds a valid Plainfield-Guilford Township Public Library card. Exceptions will be granted by the director or his/her designee.
15. Requests for a meeting room may be made in person or by telephone, fax, e-mail or U.S. mail.
16. Requests for a meeting room will be made a minimum of 24 hours in advance of the requested time.
17. Requests will be considered on a first come, first served basis.
18. Before a reservation is confirmed, the library will be provided with the following information:
  - a. name and purpose of organization
  - b. name, address and telephone number of the responsible agent for the group
  - c. number of persons expected to attend
  - d. a signed copy of the Responsibility and Release Form
6. A group will use a meeting room once each month only. Exceptions may be made for library activities, committees or programs, or when group needs dictate. Such decisions will be made by the director or his/her

designee.

7. Reservations will be accepted six months in advance with the aforementioned promise concerning library need precedence and frequency of use.
8. Notice of cancellation will be made no later than 24 hours in advance of the scheduled meeting. Failure to comply will result in cancellation of future reservations.
9. Groups will not transfer or assign their reservations to other groups or use the rooms for purposes other than those stated on the reservation form.

### Section III: Care and Use of Facilities

1. Meeting room setup and cleanup are the responsibility of the user organization.
2. Items to be displayed shall not be taped or tacked to walls or moldings.
3. Meeting rooms will be left as they are found. If furniture is rearranged, it will be returned to its original position as shown on the posted diagram.
4. Equipment or furniture from other areas of the library shall not be brought to meeting rooms without prior approval, in writing, from the director or his/her designee.
5. Displays, equipment and other personal objects may be provided by a group for its meeting. Written permission must be secured, in writing, from the director or his/her designee at the time of reservation. All such items must be removed at the close of the meeting.
6. The library assumes no responsibility for any personal furniture, equipment or materials on display. The sponsoring group is responsible for supervision and security.
7. Supplies and personal effects will not be stored or left in the meeting rooms.
8. Meeting room exits shall not be blocked. Open aisles within the seating arrangement will provide clear access to exits.
9. Deliveries will be allowed upon opening hour.
10. Public entrances will be used for access and egress. Deliveries will be made to the Simmons Street entrance.

11. Attendance at meetings will be limited to the capacity of the room as listed later in this policy.
12. Simple refreshments including beverages (no red or purple), snacks, box or sack lunches may be served. If the kitchen is required, the request will be made at the time of reservation.
13. All trash resulting from the serving of refreshments will be disposed of in the receptacles provided.
14. The responsible agent and the group as a whole shall be held responsible for any and all damages to the reserved meeting room.
15. Permission to use library meeting rooms will be withheld from groups who do not comply with the Meeting Room Policy, who cause a disturbance or who damage the room or equipment.
16. Groups using the meeting rooms agree to indemnify and hold harmless the Plainfield-Guilford Township Public Library, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the library facility, its meeting rooms, furnishings or equipment.
17. Available meeting room capacities:

West Meeting Room:	46 people
East Meeting Room:	31 people
McMillan A:	54 people
McMillan B.:	103 people
McMillan A & B:	157 people
Conference Room:	28 people
Computer Lab	10 people

(May be used for scheduled classes with approval of  
Director)