

## Ames Meeting Room Policy

### Purpose

The Crystal Lake Public Library meeting room is designed primarily to meet the operational needs of the Library. The Thomas Ames Meeting Room may be used for the following purposes:

- To provide space for Library sponsored or co-sponsored programs and activities
- To provide an accessible, public location for meetings of the Board of Library Trustees of the City of Crystal Lake.
- To provide meeting space for groups of which Crystal Lake Public Library cardholders are a member

### Eligible Groups

The Ames Meeting Room may be reserved by any profit or nonprofit group or organization for a civic, cultural, educational or public information purpose. The reservation must be made by an adult member of the group who has a valid Crystal Lake Public Library card.

### Rooms Available

The Ames Meeting Room is located on the lower level.

It is accessible by elevator, **but there are no wheelchair accessible emergency exits.**

The room seating capacities are as follows:

	<u>Chairs Only</u>	<u>Tables &amp; Chairs</u> <small>[see Note]</small>
Ames Room II	40	8 tables & 48 chairs

The kitchen may be reserved in conjunction with the Ames Meeting Room.

Note: If tables are needed for non-seating purposes (ex. serving food or display), then seating capacity must be reduced by 6 chairs per table.

## Fees

	<u>Profit</u>	<u>Non-profit</u>
Ames Room II	\$ 60.00	\$15.00
Kitchen	\$ 20.00	\$ 5.00

As part of the basic room fee, some tables and chairs, a lectern, tack board, screen, blackboard, and easel are available for use. Use of the kitchen includes one coffee pot.

## Room Reservations

1. Reservations must be made by an adult member of the group who has a valid Crystal Lake Public Library card. The person making application shall be the contact person, unless specified otherwise, and is the only person authorized to make changes in room arrangements.
2. All groups must submit a completed Meeting Room Application to Administrative Services (office hours are Monday-Friday, 9 am - 5 pm).
3. To reserve a meeting room, an application and check for the required fee must be submitted at least 1 week prior to the event. No room will be reserved until both the application and check have been received. Reservations are confirmed, in writing, on the application form.
4. Groups will be booked in order of priority and then by the date the application and check are received.
5. Reservations can be made on a quarterly basis beginning with the month before the quarter – December, March, June, and September.
6. All requests must be approved by the Library Director or designee. The Library Director will refer to the Board of Library Trustees any request that in his/her opinion presents substantial question. The Board of Library Trustees will make the final decision on whether a group meets the requirements for the use of a meeting room.
7. The Library reserves the right to cancel a reservation for a group at any time if the room is needed for Library programs or for meetings of the Library Board and its committees. The Library will attempt to provide at least 24 hours notice, as well as provide a full refund, should cancellation be unavoidable.

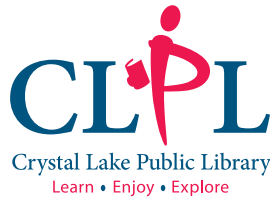
8. Cancellations made 48 hours prior to reserved date will receive a full refund. No refund will be made if cancellation occurs less than 48 hours prior to reserved date. Refunds will be issued through the regular monthly Library Board disbursements.
9. The Board of Library Trustees reserves the right to deny the use of a Library meeting room to any group that, in its judgment, is not in compliance with the purposes and policies of the Crystal Lake Public Library.
10. The Board of Library Trustees reserves the right to change any or all of the Meeting Room Policy without notice.
11. The Library does not advocate or endorse the viewpoints of Meeting Room users.

### Rules for Use

1. All meetings shall be considered open to the general public.
2. No admission fees may be charged or collection taken except for Library-sponsored or co-sponsored activities.
3. Meeting room may be used only when the Library is open to the public. Meeting room will be made available one-half hour after the Library has opened to the public. Meetings must conclude one-half hour prior to Library closing.
4. Users of the meeting room are responsible for their own set-up and clean-up. Adequate time for set-up and clean-up must be included in the time reserved by the group. It is expected that every group meeting in the Library will keep the meeting space and kitchen clean. If a group does not keep the room in reasonable order, a fee may be assessed to the Library card of the person who reserved the room and future reservations may be denied.
5. Meetings and all cleanup must be concluded and **ALL** persons must leave when the Library closes to the public.
6. Groups composed of members under age 18 must have at least one adult sponsor for each 15 persons in attendance.
7. All press releases, promotional materials and other forms of publicity must be approved by the Library Director at least seven days before publication or distribution and must contain the following statement: ***This is not a Library-sponsored program.*** Failure to comply with the approval process or to include the above statement may result in cancellation of reservation with no refund.
8. The Library's telephone number may not be used to advertise a meeting or to refer for questions.
9. Sales or solicitation of any nature must be disclosed on the application and is subject to review and approval by the Library Board.

10. Groups must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters or auxiliary aids to meeting attendees upon request.
11. Light refreshments may be served. No alcohol is allowed. The kitchen must be reserved when refreshments are served, even if only coffee is served. Food and drink are not permitted outside the meeting rooms. One coffee pot is available. Equipment and food may not be stored in the Library.
12. Sound must be reasonably confined to the meeting room and shall not disturb ordinary Library usage.
13. Room occupancy limitations may not be exceeded.
14. The Library does not provide child care services.
15. No smoking is allowed in the Library Building nor within 15 feet of any entrance.
16. In the event a meeting room user abuses Library policies, the Library Director reserves the right to cancel and/or deny any future use of Library Meeting Room by that group.
17. Any group or organization using the Meeting Room shall indemnify and hold harmless the Crystal Lake Public Library for any and all damages, costs, or injuries which may arise out of its use of the premises. The Library is not responsible for equipment, supplies, materials, or any other personal possessions owned by those using the Meeting Room.
18. Use of the Meeting Room shall conform to all local, State, and Federal laws.

Adopted by the Board of Library Trustees 02/20/02



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### Meeting Room Application

Date to be Reserved \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Name of Organization \_\_\_\_\_

Profit \_\_\_\_\_

Non-Profit \_\_\_\_\_

Name of Person Making Reservation \_\_\_\_\_

Address \_\_\_\_\_

Library Card # \_\_\_\_\_

Telephone \_\_\_\_\_

Size of Group \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Will any items/services be offered for sale? Yes No

Will funds/items be solicited? Yes No

If yes, please explain \_\_\_\_\_

Please check equipment needed & number \_\_\_\_\_ Lectern \_\_\_\_\_ Chairs \_\_\_\_\_ Tables

FEES: Ames II \$ \_\_\_\_\_ Kitchen \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

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I have read the Meeting Room Policy and agree to abide by all aspects of it:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Reservations are not confirmed until payment is received.

Payment Received by \_\_\_\_\_

Date \_\_\_\_\_

Room(s) Booked \_\_\_\_\_

Check # \_\_\_\_\_

Cash \$ \_\_\_\_\_