

## **8.5 Meeting Spaces**

The meeting spaces of the Library are a resource to be utilized in the fulfillment of the Library's mission and for the community's educational and entertainment needs. Permission to use the facility is revocable and does not constitute a lease. The Library reserves the right to deny applications for use based on availability of space, availability of Library staff, frequency of use, or as further outlined in this policy.

### **8.5.1 Availability**

- Library programming has priority, and the Library reserves the right to cancel or relocate any previously scheduled meeting.
- Available rental spaces are the Community Room, Programming Resource Center, and Blum House in Collinsville and the Pavilion, Community Room, and Meeting Rooms in Fairmont City. Occasionally other spaces may be rented or reserved on a case-by-case basis as approved by the appropriate Center Manager or Executive Director.
- Maximum capacity for each space is as follows:
  - Collinsville Programming Resource Center - 73 occupants with tables and chairs; 155 occupants with chair seating
  - Collinsville Community Room - 115 occupants with tables and chairs; 245 occupants with chair seating
  - Collinsville Blum House - 42 occupants for tables and chairs; 104 occupants for chair seating (occupancies are combined totals for the main floor - individual rooms' occupancies are posted in the kitchen)
  - Fairmont City Community Room - TBD
  - Fairmont City Meeting Rooms - TBD
  - Fairmont City Pavilion - TBD
  - Although maximum capacities as determined by local fire authorities will be observed, recommended capacities will be determined by the Library based on criteria including but not limited to room setup and the comfort of the attendees.
- Booking of a meeting space will be on a first come, first served basis.
- Permission to use a Library meeting space does not imply Library endorsement of the aims, policies, or activities of any group or organization. Advertisements or announcements implying such endorsement are not permitted.
- The Library will not be the phone contact for the event or activity. The library's name, address, telephone number, or URL may not be used as the address or headquarters for any group using the library.
- Solicitation, admission or other charges, money raising activities, and/or sales are not allowed. This guideline is waived for all Library related programs or Library fundraising activities.
- Standing reservations for groups may be made for up to a one year period. It is the responsibility of the group to re-apply at the end of this time.
- Meeting space requests need to be submitted to and approved by the appropriate Center Manager or Blum House Manager at least one week prior to the activity.
- Meeting space may be provided for groups of children that are supervised by adults at the ratio of one adult for every seven children. Groups with members under the age of 18 must have an adult sponsor in attendance at all times during their meetings.
- Rentals for private gatherings will be charged a fee as set by the Executive Director.
- Public information meetings are to be open to the public and free of charge for attendees. No fee shall be charged or donation solicited as a condition of entry.

### **8.5.2 Scheduling and Payment**

Reservations are to be made in writing on the appropriate rental application and returned to the Center Manager or Blum House Manager. Reservations will be confirmed upon receipt of the completed rental application and payment in full of any applicable fees. All effort will be made by the applicant to complete registration and pay fees in full no later than one week prior to the event; otherwise the Library reserves the right to deny the request. If an event is canceled by the requestor, the Library is to be notified no later than 48 hours prior to the scheduled event for a full refund. The Library will retain half the rental fee for notice given less than 48 hours in advance. The Library will refund the fees in full if the Library initiates the cancellation and a suitable alternative date or time cannot be arranged.

### **8.5.3 General Rules for Use of Meeting Spaces**

- Meeting spaces must be left in neat, clean, orderly condition with all chairs, tables and equipment returned to their original position.
- Arrangements need to be made to use Library equipment. Library staff will assist with setup of the equipment as available.
- The Library does not provide service to carry supplies, provide refreshments, or provide office supplies or photocopies. All groups must provide their own support for preparation and cleanup. Groups may not store supplies on Library property without the permission of the appropriate Center Manager or Executive Director.
- It is not permissible to affix or adhere anything to the walls, doors, windows, or other surfaces in a manner that inhibits the safety and security of Library facilities.
- The use of firearms or hazardous materials is not permitted at any time.
- Use of tobacco or vaping products inside Library facilities or within 15 feet of any entrance is not permitted at any time.
- Use or possession of alcohol is not allowed unless otherwise specified below.
- Use or possession of illegal substances is not allowed.
- No event shall last later than the Library's closing time unless by special permission.
- No group may reassign a reserved time to another group.
- It is the responsibility of the applicant to give public notice that signing (sign language) will be made available upon reasonable request if the meeting is open to the public. It is the responsibility of the applicant to provide a qualified interpreter. It is the responsibility of the applicant to advise Library staff of any other special needs arrangements.
- Meetings, programs, or events may not disrupt Library operations, patrons, or staff. The Library reserves the right to terminate meetings, programs, and events that disrupt or interfere with normal Library operations.
- Group members bringing children to the Library are responsible for the supervision of their children attending the meeting and using the Library during the meeting.
- Groups that hold children's programs are responsible for the care of the participating children and their siblings before, during, and after the programs. Group supervisors must stay until all children have been picked up by their parents.
- Group members using the Library's equipment must leave all equipment in the condition in which it was found, including but not limited to stacking and rearranging chairs and cleaning and storing tables. The applicant is responsible for ensuring that all participants use the equipment in accordance with the Library District's policies.
- Food and nonalcoholic beverages may be served. Groups must furnish their own utensils, plates, cups, napkins, and other serving items. Groups will ensure all spills and debris are cleaned up before leaving the Library.
- Future requests will be denied if the above requirements are not met. A fee separate from the rental fee may be assessed for cleaning or the actual cost of repairs if it is deemed necessary by the Center Managers, Blum House Manager, and/or Executive Director.

- Library staff are authorized to monitor the use of the meeting space and to enforce all policies concerning their use. All meetings shall be open to the Executive Director and Library staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
- Individuals or organizations must provide to the Library a copy of a Certificate of Insurance for Special Events Liability with the Library listed as an Additional Insured.

#### **8.5.3.1 Rules for Specific Meeting Spaces**

These rules, which pertain to specific meeting spaces, are in addition to the general rules outlined above.

- Collinsville Community Room:
  - The kitchen is intended to assist with serving previously prepared food and drink. It is not a commercial kitchen and is not to be used for cooking. Groups using the kitchen are expected to leave the space clean of food, beverage, dirty dishes, and trash; failure to do so may result in an additional cleaning charge.
- Collinsville Blum House:
  - Alcoholic beverages are permitted at private rentals upon furnishment to the Library of a Homeowner's Insurance certificate for events with host liquor liability insurance with a limit of \$500,000 or a special proof of insurance providing similar coverage for the rental event. Proof of coverage must be furnished at least one (1) week prior to the event.
  - Because of the age and condition of the Blum House, no decorations may be hung or affixed to the walls or ceilings.
  - Individuals utilizing the Blum House will be respectful of the Library's neighbors in their volume and actions.
  - Individuals utilizing the Blum House are welcome to use the kitchen's appliances, dishes, and utensils. Renters are responsible for proper use, cleaning, and storage of these resources.
- Fairmont City Pavilion:
  - Alcoholic beverages are permitted at private rentals upon furnishment to the Library of a Homeowner's Insurance certificate for events with host liquor liability insurance with a limit of \$500,000 or a special proof of insurance providing similar coverage for the rental event. Proof of coverage must be furnished at least one (1) week prior to the event.
  - Individuals utilizing the Pavilion will be respectful of the Library's neighbors in their volume and actions.

#### **8.5.4 Liability**

Granting of permission to use Library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board of Trustees. The Library is not responsible for any loss, theft, or damage to any owned or rented equipment or to the personal belongings of any meeting attendee. The individual signing the room rental application and/or the organization they represent will assume legal responsibility for the cost of repair or replacement of damaged Library property. The accountable person and/or organization will also assume responsibility for the cost of any special cleaning necessary after the use of the room.

Individuals, groups, or organizations utilizing the Library's meeting spaces fully release and discharge the Library Board of Trustees and its officers, agents, and employees from any and all claims from injuries which may arise or which may be alleged to have arisen out of or in connection with the meeting. Individuals, groups, or organizations utilizing the Library's meeting

spaces further indemnify and hold harmless the Library Board of Trustees and its officers, agents, and employees from any and all claims from injuries, including but not limited to the general public, which may arise or which may be alleged to have arisen out of or in connection with the meeting.