

4.3 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.

Reviewed and Approved, 3/19/2018.

4.3.1 Availability

- The availability of meeting spaces changes as Library programs and private rentals are booked.
- When meeting spaces are not in use for Library programming or private rentals, the Library may open the spaces for public use.
- Individuals or groups accessing a meeting space without a rental may be displaced by Library programs and will be displaced by private rentals.
- 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 Assistant Director 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 – 150 occupants
 - 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.
- Standing reservations for groups may be made for up to a one-year period. It is the responsibility of the group to re-apply for a reservation at the end of this time.
- Meeting space requests must be submitted to and approved by the Assistant Director, Circulation Supervisor, or Blum House Manager (as applicable) at least one week prior to the event.
- Meeting space may be provided for groups of children under 18 that are supervised by adults at the ratio of one adult for every seven children. Groups with any member under the age of 18 must have an adult sponsor in attendance at all times during their meetings.

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4.3.2 Sponsorship, Promotion, and Advertisement

- Permission to use a Library meeting space does not imply Library endorsement of the aims, policies, viewpoints, or activities of any individual, group, or organization. Advertisements or announcements implying such endorsement are not permitted.
- Rentals that open attendance to the public must include the following wording on all advertisements, promotional materials, social media posts, and other similar materials: “While open to the public, this event is a private rental. The Mississippi Valley Library District does not endorse the aims, policies, viewpoints or activities of any individual, group, or organization renting space in the Library.”
- 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.

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4.3.3 General Limitations

- Solicitation, charging admission or other fees, fundraising activities, and sales are not allowed. This guideline is waived for all Library-sponsored programs or Library fundraising activities.
- Meeting spaces may not be used for electioneering activities or political events held to support or oppose a candidate for elective office or for or against a referendum.
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- Rentals for private gatherings will be charged a fee as set forth in the rental agreement applicable to the space.
- Meetings must be free of charge for attendees. No fee shall be charged or donation solicited as a condition of entry.

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4.3.4 Scheduling and Payment

Reservations are to be made in writing on the appropriate rental application and returned to the Assistant Director, Circulation Supervisor, 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 a requestor cancels an event, the Library must be notified at least 48 hours prior to the scheduled event for a full refund. The Library will retain half the rental fee for notice of cancellation 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.

Reviewed and Approved, 3/19/2018. Revised 4/20/2026

4.3.5 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 may assist with setup of the equipment depending on their availability.
- 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 Assistant Director or Executive Director.
- Groups are prohibited from affixing or adhering 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 prohibited.
- Use of tobacco or e-cigarettes inside Library facilities or within 15 feet of any entrance is prohibited.
- Use or possession of alcohol is prohibited unless otherwise specified below.
- Use or possession of illegal substances is prohibited.
- No event shall extend past the Library's closing time unless by special permission.
- No group may assign or transfer a reserved time to another group.
- The applicant is solely responsible for ensuring their event complies with the requirements of the Americans with Disabilities Act, including responding to requests for reasonable accommodations (including interpretation and similar services)..
- 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 provide 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 to use Library meeting spaces 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 Assistant Director, Circulation Supervisor, Blum House Manager, and/or Executive Director.
- Library staff are authorized to monitor meeting spaces and to enforce all policies concerning their use. All meetings shall be open to the Executive Director and Library staff.

- 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.

Reviewed and Approved, 3/19/2018. Revised 4/20/2026.

4.3.5.1 Rules for Specific Meeting Spaces

These rules, which pertain to specific meeting spaces, apply 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 may not 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 providing to the Library a Liquor Liability/Dramshop 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 must not disrupt the Library or owners of neighboring property before, during, or after events.
 - 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 Chano Pavilion:
 - Alcoholic beverages are permitted at private rentals upon providing to the Library a Liquor Liability/Dramshop Insurance certificate for events with host liquor liability coverage 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 must not disrupt the Library or owners of neighboring property before, during, or after events.

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4.3.6 Liability

The Library is not responsible for any loss, theft, or damage to any owned or rented equipment or to the personal belongings of any 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 organization will also assume responsibility for the cost of any special cleaning necessary after the use of the room.

By using the meeting spaces, individuals, groups, or organizations utilizing the Library's meeting spaces fully release and discharge the Library and its officers, officials, 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 agree to indemnify, defend 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 third parties and the general public, which may arise or which may be alleged to have arisen out of or in connection with the meeting.
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4.3.7 Study Areas

Study areas are available for use on a first-come, first-served basis. Available space ranges from single-person study rooms to spaces for six individuals, depending on each Library's physical arrangements.