

STREATOR PUBLIC LIBRARY MEETING ROOM POLICY

The Meeting Room of the Streator Public Library is available to local groups and organizations in accordance with regulations established by the Board of Trustees. The Board and/or the Library Director reserve the right to deny permission to use the meeting room for any reason deemed inappropriate.

Use of the meeting room does not constitute Library endorsement of the viewpoints expressed by the persons holding the meeting. No advertising or announcements implying an endorsement will be permitted.

Priority Use

Priority will be given to meetings in the following order

The Library Board of Trustees

Library sponsored programs

Library related meetings and program

Meetings sponsored by local tax supported or government agencies

Other appropriate meetings

Private social functions, for-profit groups selling products/services, non-profit groups selling products/services or fundraising (except to benefit the Library) and meetings deemed unsuitable for the facility or operation of library services are not allowed.

Restrictions

Meetings must be held during regular library hours.

The reservation must be made by a Streator Public Library cardholder 18 years or older.

Groups using the meeting room may not charge admission fees.

Meetings which would interfere with the functions of the Library or its users because of noise or other reasons will not be permitted.

Meetings may not use hazardous materials, candles or any incendiary items.

Alcohol, smoking or illegal drugs are not permitted in the building or on the Library grounds.

Minors may use the meeting room only under the direct and constant supervision of adults, who will assume full responsibility. There must be at least one adult for every 10 minors at non-library related functions.

The name, address, or telephone number of the Streator Public Library may not be used by any group as their address or headquarters.

The Library reserves the right to limit groups to one meeting per month.

REFRESHMENTS AND EQUIPMENT

Refreshments may be served only in designated areas. No refreshments are to leave the designated area.

Only equipment pre-approved may be used in the Meeting Room.

Groups using the Meeting Room are responsible for setting up the room to their requirements and restoring the room to its original configuration.

Nothing is to be affixed to the Meeting Room walls, ceiling, windows or doors. The Library does not supply personnel to help with the meetings or programs, to carry supplies or materials to the meeting rooms, to operate equipment or to help arrange exhibits.

IMPROPER USE OF FACILITIES

Groups are responsible for the Meeting Room during the time they are scheduled and are financial responsible for any damage to the room and its contents.

If extra clean- up is required that involves an extraordinary amount of time and effort, a custodial charge of \$20 per hour will be charged to the group.

Permission to use the Meeting Room will be withheld from groups damaging the room and/or its contents or any other failure to comply with Library rules and regulations.

HOURS

The Meeting Room is only available during regular library hours.

The Meeting Room must be vacated 15 minutes prior to the closing of the Library unless the organization has obtained express consent of Library Director for a time extension.

Violation of meeting room hours may result in the loss of meeting room privileges.

The Meeting Room is available only on regular Library business days.

In the event the Library closes due to inclement weather it is the responsibility of the group holding the meeting to inform their members of the closing.

MEETING ROOM FEES

For Profit Organizations \$25 per 2 hour or less segment
 \$15 per hour for each additional hour

Nonprofit Organizations No fee per 2 hour or less segment
 \$10 per hour for each additional hour

Fees will not apply to library-sponsored or related meetings/programs or to organizations whose sole purpose is to support the library.

RESERVATIONS

Reservations for the use of the Meeting Room must be made on the appropriate form.

All reservations must be approved by the Library Director. An application does not guarantee approval.

The individual signing the application for use of the Meeting Room assumes legal responsibility.

These rules may be supplemented, altered, added to or changed by the Streator Public Library Board of Trustees at its discretion.