

## SECTION \_\_\_\_\_ MEETING ROOM POLICY

The primary purpose of the Freeport Public Library meeting rooms is to provide facilities for Library activities and functions. When the rooms are not needed for Library use, they may be made available for meetings and programs and professional organizations with which the library is affiliated, according to the following levels as determined by designated library officials:

1. Educational and non-profit cultural, recreational or civic organizations located within the library district
2. For-Profit groups

## ENDORSEMENT

The library is not responsible for the content of the meetings held. Use of the library meeting room facilities by groups does not constitute library endorsement of the philosophies, practices or viewpoints of the meeting participants. The Executive Director or a designated staff member must review handout literature and press releases in advance of the scheduled meeting. The following disclaimer must be included in all written publicity material about the event: The Freeport Public Library provides library meeting space as a community service. The library neither sponsors nor endorses this event nor the presenting individual(s) or organization(s).

## FACILITIES AVAILABLE

Main level:

- One large community room with a seating capacity of 120 persons, depending on usage of tables. The large community room can be subdivided into two smaller rooms.
  - Room A (60)
  - Room B (60)
- Youth Services Activity Room (35)

Second Level:

- Two small study rooms with capacity of 2-8 people
  - Study Room A (2)
  - Study Room B (8)
  - Study Room C (2)
- Conference Rooms with capacity of 15 people
  - Conference Room (15)
  - Library Board Room (15)

NOTE: Meeting room capacity shall not exceed the maximum number of people allowed by the Fire Department.

## RESERVATIONS

1. Registration of an organization must be submitted prior to filing the application for use of the meeting rooms.

2. Application for use of the meeting rooms must be made on the form provided and returned to the Administration Office with all required fees at least 10 working days prior to the meeting date. No reservation will be made until all of the applicable fees are paid.
3. The person signing the "Community Room Reservation Form" must be 18 years of age or older, and willing to assume responsibility for the group as well as any fees or damages. The person signing the form must be a Freeport Public Library resident with a current valid Freeport Public Library card. A representative of an organization outside the library's service area must present a valid driver license.
4. For best availability, rooms may be booked up to 12 months in advance.
5. Changes in room arrangement or equipment must be requested and paid for at least 48 hours in advance (Monday through Friday).
6. Confirmation of reservations will be made at time of payment.

## GENERAL RULES

1. All meetings must be open to the public.
2. Meeting room use is subject to all other library policies and regulations, including the library ethics ordinance.
3. No admission fees may be charged or donations collected for programs
4. Direct solicitation or sales of goods or services is prohibited.
5. Library personnel must have free access to community rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with Library regulations.
6. The library does not provide assistance in transporting supplies to the community rooms or help with organizations equipment.
7. Signs or other decorations may not be affixed walls or doors. Please consult with library staff members for alternatives.
8. Promotion of or advertising of a program may include the library's name and address but not the library's telephone number. In no way can advertisements suggest library sponsorship of the organization's program.
9. No group meeting in the library may use the library as a mailing address.
10. Light refreshments may be served or brought in. The library café is available for purchase of beverages and light refreshments. The organization will need to make direct contact, arrangements, and payment to the café.
11. Community rooms are available during the Library's regular hours, as follows: Monday through Thursday – 9:00 a.m. to 8:00 p.m., Friday 9:00-6:00 p.m., and Saturday - 9:00 a.m. to 5:00 p.m. Rooms will be made available one-half hour before scheduled meeting time. If arrangements are made at least two weeks in advance, a community room may be used outside of the library's regularly scheduled closing. The building must be vacated within two hours of the regularly scheduled closing. A charge will be assessed, by the hour, for additional staff. Any portion of an hour is charged as a full hour. This payment must be made in advance with all other relevant fees.
12. Children under 9 yrs of age may not be sent to other areas of the library without a parent or responsible caregiver. Please refer to the library's Safe Child Policy.

## EQUIPMENT

1. Equipment requested for a meeting **MUST** be reserved at the time the room is booked due to limited availability.
2. For available equipment, see page 6, Equipment Fee Schedule.

**ADDITIONAL RULES AND REGULATIONS** The following rules and regulations apply to all groups using the meeting rooms:

1. Any use of rooms that disrupts the normal operations of the library will not be permitted. The Library expects organizations to be considerate of library customers and activities. The Library reserves the right to stop meetings that are disruptive to normal library operations.
2. Smoking is not permitted anywhere in the Library or on library grounds.
3. Alcoholic beverages may not be served or consumed.
4. Groups whose members are under the age of eighteen must be accompanied by one adult chaperon for each fifteen participants.
5. Groups are expected to take care when using rooms. Waste should be thrown in containers that are provided.
6. Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited.
7. Groups using the facilities must comply with the Americans for Disabilities Act
8. The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.

## DAMAGES AND LIABILITY

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

## FINAL AUTHORITY FOR MEETING ROOM USE

The Library Executive Director is the final authority in determining use of the community rooms. Failure to abide by the Library's meeting room policy and rules of conduct may result in the cancellation or refusal of future reservations. If on the advice of law enforcement professionals, the library staff or board determines that a reasonable possibility of a threat to the safety of library staff, patrons, or members of the public might occur, based on prior experience of the group or speaker at this library or at other occasions where a group had held meetings which have been disruptive or had a potential for violence, the following shall be required: The individual group reserving the community room shall be required to pay in advance by cashier's check the reasonable estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room will obtain a special event policy for \$1,000,000 for injury or damage to property occurring at the meeting.

## ROOM RATES

Four Room level rates are based on rental of the room for each 3-hour period with the standard set-up (2 tables in the front and auditorium style seating). Rates are doubled for a custom set-up.

ROOM	LEVEL 1	LEVEL 2
Room A (60 capacity) *Can be conjoined with Room B	No Charge	\$50 (3 hr)
Room B (60 capacity) *Can be joined with Room A	No Charge	\$50 (3 hr)
Youth Services Room (35 capacity)	No Charge	\$35
Study Room A (2 capacity)	No Charge	No Charge
Study Room B (8 capacity)	No Charge	No Charge
Study Room C (2 capacity)	No Charge	No Charge
Conference Study Room (15 capacity)	No Charge	\$35 (3hr)
Board Room (15 capacity)	No Charge	\$35 (3hr)

The first booking is for a 3-hour block. For each additional hour, the cost will be hourly:

LEVEL 1	LEVEL 2
No Charge	\$10 per hour

FREEPORT PUBLIC LIBRARY REGISTRATION FOR USE OF MEETING ROOMS

Every organization that wishes to use community rooms at the Freeport Public Library must first submit information about the organization. The library will review the registration form to determine whether the organization meets the required guidelines for meeting room privileges. Please allow a seven (7) day period for this process. If approved, the organization may then request an APPLICATION FOR USE OF A MEETING ROOM. This application along with payment must be received at least 10 days, (Monday-Friday) before the date of the meeting.

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Purpose of Organization: Purpose of meeting being held:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For recurring meetings, how often do you plan to use the room:

\_\_\_\_\_

Will you be serving refreshments? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, do you plan to use the library café? Yes: \_\_\_\_\_ No: \_\_\_\_\_

For Office Use Only: Approved by: \_\_\_\_\_

\_\_\_Level 1 \_\_\_Level 2 \_\_\_ Notified: \_\_\_\_\_ Date/initial

**FREEPORT PUBLIC LIBRARY APPLICATION FOR USE OF A MEETING ROOM**

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

Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website/E-mail \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Time Span of Meeting \_\_\_\_\_ to \_\_\_\_\_

Person to be Contacted about Meeting \_\_\_\_\_

Address \_\_\_\_\_ Phone: Home \_\_\_\_\_ Bus. \_\_\_\_\_

E-mail \_\_\_\_\_

Nature of Meeting \_\_\_\_\_

Number Expected to Attend \_\_\_\_\_

What Time Will Preparation for Meeting Begin? \_\_\_\_\_

ROOM ARRANGEMENT

Number of Chairs Needed \_\_\_\_\_

A basic arrangement of chairs suitable to the projected number of attendees and two tables at the front of the room will be provided. Library staff members are not available to modify the arrangement at the scheduled meeting time. If a custom set-up is required, the library must know at the time this application is submitted.

EQUIPMENT Please indicate equipment needed

_____ Lectern \$ 5	_____ Overhead Projector \$ 20
_____ Microphone \$ 5	_____ VHS/DVD Player & TV \$ 30
_____ Markerboard/Flip Chart \$ 10	_____ Kitchenette \$15

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

Room Rental \$ \_\_\_\_\_

After-hours Use \$ \_\_\_\_\_

Refreshment Maintenance Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

-----  
 ----- Required Deposits \$ \_\_\_\_\_ (Separate check required)  
 -----  
 -----

NOTE: A 48-hour (Monday through Friday) notice of cancellation must be given for all community room reservations. If such notice is not given, fees will be forfeited.

I have read the POLICIES FOR USE OF COMMUNITY ROOMS and agree to the fees, deposits, and procedures as defined.

Date \_\_\_\_\_ Signature \_\_\_\_\_

LIABILITY FOR USE OF PREMISES

IN CONSIDERATION of the FREEPORT PUBLIC LIBRARY (FPL) allowing the undersigned the use of the FPL building, the meeting rooms, or any other part thereof, for the following term:

\_\_\_\_\_

(Dates of occupancy) for:

\_\_\_\_\_ (function) the undersigned here by expressly agrees to indemnify and hold the FPL harmless from any and all claims, loss, damage or causes of action of any kind, or nature, whatsoever, which may arise or be alleged to arise as a result of the occupancy and use of the afore described premises by the undersigned or by the undersigned's guests, invitees or agents.

The undersigned also understands and agrees that the FPL will not be responsible for loss or damage to any personal property of the undersigned or of the undersigned's guests, invitees or agents. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ (organization)

- By: \_\_\_\_\_