

Meeting Room Policy

The Meeting Room at the Franklin Grove Public Library is to function as a benefit to the community. Since this means the Meeting Room will be open to all types of groups, the Library does not necessarily endorse the philosophies or practices of all those using the meeting room. The facilities will be made available on an equitable basis to all groups in the community subject to compliance with the following regulations, the approval of the Library Board, and according to the guidelines outlined in Article VI of the Library Bill of Rights. Library related activities, Friends of the Library related activities, and Village Board related activities all have priority in the use of the room. No fee will be charged to any of these groups.

Other groups may use the room according to the following regulations.

Reservations 1. Reservations must be made by completing the application form and submitting a deposit and the room rate. This should be done by the person from the group who will be responsible for seeing that the group involved follows these rules and regulations. An adult must make the reservation for meetings of groups whose members are high school age or younger and the adult must be present at the meeting. 2. If the library accepts the reservation application, deposit, and the fee for the requested date, the group concerned can consider that the reservation is confirmed. Library staff will contact the individual for more information if needed. 3. Not-for-profit groups will be allowed to hold fund raising activities in the meeting room if profits arising out of the fund-raising activity are to be used for library related projects. Private groups or individuals may not use the meeting room for profit-making activities.

Fees 1. A \$25 deposit must be submitted with all reservation applications. The room deposit is to be made separate for possible refund at completion of clean-up guideline and room use. Private groups may reserve the use of the room at a rate of \$10.00 per hour. 2. A minimum three (3) day notification of cancellation for full refund of deposit. 3. All community groups, clubs, organizations, businesses, and NFP groups within the Franklin Grove area may reserve the use of the Meeting Room free of charge. Room reservations are only available during normal open business hours. Non-open business hour reservations will be charged \$5.00 per hour for such groups. Reservations are on a first come, first served basis. 4. Groups have the option of paying a small additional fee of \$5.00 per 12 people for coffee bar supplies (See section below concerning Coffee Bar).

Coffee Bar 1. The coffee bar is equipped with a coffee maker, an electric tea kettle, three beverage servers, two pitchers, and two trays. 2. Groups will have the option of paying an additional fee of \$5.00 for a refreshment package for 12 people that will include coffee, assorted tea bags, creamer and sugar packets, coffee cups, and napkins.

Clean-Up 1. The group using the room is responsible for clean-up (except vacuuming). The room must be left in the same condition in which it was found (See Clean-Up guidelines located in the Meeting Room). 2. Users must pay the cost for repair of damages to the room or any equipment therein. 3. The Library will not be responsible for materials or equipment left in the building by the users. No equipment or products belonging to specific groups may be stored at the Library.

A-V Equipment

- Groups using the meeting room may use the following A-V Equipment:

- Overhead projector and projection screen, DVD player and CD player, as well as the small variety of cables needed for equipment.
- If a group wishes to use the AV equipment for the first time, the individual responsible for the reservation of that group must participate in a mandatory 20 minute training session.
- **The Franklin Grove Public Library is a tobacco, drug, and alcohol free environment.**
- **Meetings in the Meeting Room must in no way disturb the normal functioning of the Library.**
- **50 is the maximum number of people that can be accommodated with seating. 100 is the maximum number of people standing.**
- **All activities must conclude and the room must be vacated by 10:00 p.m.**
- **Reserved beginning and ending times must be honored or a \$5 punctuality fee per 15 minutes will be added to the room fee.**

Amended April 6, 2004

Amended March 6, 2007

Amended February 2, 2018