

# 300. Meeting Rooms Policy

Created: July 2022

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
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:

- Meeting Room A&B
  - 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 with a capacity of 60 each (A & B).
- Youth Services Program 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 15-20 people
  - Learning Lab (20)
  - Library Board Room (15)

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

## Reservations

1. Reservations can be made online at <https://freeportpubliclibrary.librarymarket.com/reserve-room> or through the Administrative Assistant.
2. Fees must be paid at time of reservation.
3. The person making the reservation must be 18 years of age or older, and willing to assume responsibility for the group as well as any fees or damages.
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).

## General Rules

1. Meeting room use is subject to all other library policies and regulations, including the library ethics ordinance.
2. No admission fees may be charged or donations collected for programs
3. Direct solicitation or sales of goods or services is prohibited.
4. 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.
5. The library is not required to provide assistance in transporting supplies to the community rooms or help with organizations equipment.
6. Please consult with library staff members if decorations or signs are being hung in the meeting rooms.
7. 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.
8. No group meeting in the library may use the library as a mailing address.
9. Light refreshments may be served or brought in.
10. 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.  
Saturday - 10:00 a.m. to 3:00 p.m.
11. Rooms can be made available up to one 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 one hour of the regularly scheduled closing.

## Equipment

Equipment requested for a meeting **MUST** be reserved at the time the room is booked due to limited availability.

## 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 patrons and activities. The library reserves the right to stop meetings that are disruptive to normal library operations.
2. Alcoholic beverages may not be served or consumed.
3. Groups whose members are under the age of eighteen must be accompanied by one adult chaperon for each fifteen participants.
4. Groups are expected to take care when using rooms. Waste should be thrown in containers that are provided.
5. Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited.
6. Groups using the facilities must comply with the Americans for Disabilities Act.
7. 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

Room Description	Nonprofit Organizations	For- Profit Organizations
Meeting Room A&B (120 capacity)	No Charge	\$75
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
Learning Lab (20 capacity)	No Charge	\$35
Board Room (15 capacity)	No Charge	\$35