305. Meeting Room Policy

The Library is a designated public forum and provides meeting rooms for public use. The Meeting Room Policy is developed following the Library's mission. The meeting room is available, free of charge, to all Champaign County organizations and local units of government on equal terms regardless of opinion or affiliation. The Library welcomes the use of the meeting room by community groups and organizations engaged in educational, cultural, intellectual, or charitable activities.

Permission to use the meeting room does not constitute an endorsement by the Library of a point of view being expressed. Except as a designation of location, the Library's name may not be used in any publicity relating to the use of the meeting room. A group may not use the Library logo in any form or identity that the Library is a sponsor.

This policy is for use of the Library for outside groups and does not apply to Library programs, Library-sponsored programs, or approved use by Library-affiliated-groups.

I: Conditions of Use and Policies

- Read and accept the meeting room policy.
- Be a nonprofit organization, unit of government, or business operating in Champaign County.
- All meetings are free and open to the general public.
- No charge may be made for admission, and no freewill collection may be made in the Library. Items, services, and memberships may not be sold or promoted. Fundraising events are prohibited.
- Groups showing copyright movies in the Library are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home.
- The meeting room may not be scheduled for individual use or social gatherings such as private parties.
- Use of the meeting room for Library programs and Library-affiliated programs take precedence over use by outside groups.

II: Reservations and Cancellations

- The meeting rooms can be reserved by submitting a completed application via email or in person.
- The meeting room is available on a first-come, first-serve basis. Groups are encouraged to reserve the room in advance. Same-day scheduling will be done at the discretion of the Library Director. Meetings may be scheduled up to 12 months before the meeting.
- It is the responsibility of the nonprofit organization or unit of local government to contact the Library administration if a meeting has been canceled.

III: Limitations

The library's meeting room is not available for uses, events, or activities which are contrary to the Library's mission. Examples of uses and/or activities meeting rooms may not be used for include but are not limited to:

- Uses, events, or other activities which, by their nature, may be disruptive to normal Library operations unless approved in advance by the Library Director.
- Social or private parties, such as birthday and graduation parties and bridal/baby showers.
- Fundraising activities except for those that directly benefit the Library and have received prior approval from the Library Director.

- Political rallies and/or meetings are organized for the purpose of urging action, such as voting for or against any candidate, position, question, or referendum.
- Religious worship services, ceremonies, or prayer services.
- Commercial and for-profit purposes, e.g., programs or events (including but not limited to workshops or seminars), are held by for-profit organizations involving the sale, advertising, solicitation, or promotion of commercial products or services.
- Any use or activity that violates local, state, or federal law.

IV: Library Reserves the Following Rights

- Share the contact information of any individual/organization that books a meeting room if a request is made by a public member.
- Preempt or reschedule meetings when the Library needs to the meeting room space.
- Refuse or discontinue any use which is disruptive to the regular operation of the Library, destructive to the building or equipment, fails to follow the Library's behavioral rules, or if the information is falsified on the meeting room application. Meeting room use that generates excessive noise will be considered disruptive.
- Allow staff to enter any meeting room to ensure adherence to Library policies and to ask groups to vacate the building before Library closing.
- Cancel scheduled meeting room use when Library policy has been or will be violated.

V: Facility Setup

- Meeting room users are responsible for meeting room and equipment setup and clean-up. The Library provides no setup. If a group decides to use a different room setup, it must be returned to its original configuration upon departure.
- Groups that have questions about Library meeting room equipment, setup, and use, should plan to visit the Library between 8:00 AM and 5:00 PM, Monday through Friday, and/or schedule a training session with library staff at least one week before the event.
- The Library is not responsible for the loss of and/or damage to equipment or materials owned by groups. The Library cannot store supplies or equipment belonging to a group. All materials left are turned into lost and found.
- Light refreshments may be served during meetings in the meeting room. The group using the room must provide supplies and equipment for servicing refreshments. The meeting room does not have a full kitchen facility.

TOLONO PUBLIC LIBRARY DISTRICT
APPLICATION FOR USE OF THE MEETING ROOM

Date of Application: _____

Date Room Requested: _____

Beginning Time of Use: _____ Ending Time of Use: _____

Name of Organization: _____

Contact Person's Name: _____

Mailing Address: _____

City: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Description of Meeting Room Use: _____

_____

Expected Attendance: _____

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Will you need audio visual equipment?   Yes _____ No _____

If yes, please specify: _____

Will refreshments be served or consumed?   Yes _____ No _____

If yes, please specify: _____

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I HEREBY AFFIRM THAT I HAVE READ AND WILL ABIDE BY THE RULES OUTLINED IN THE TOLONO PUBLIC LIBRARY DISTRICT'S MEETING ROOM POLICY.

Signature: _____ Date: _____

Library Card or Driver's License Number: _____