

RESERVED ROOM USE POLICY

Type of Meetings:

Priority for the use of the meeting rooms will be given in the following order:

1. Library sponsored meetings or programs
2. Non-profit organization (Located in Byron area or serving the Byron area) sponsored meetings or programs
3. Other meetings or programs

Room	Min/Max People Allowed	Reservation Length Limit (Including set up & clean up)	Minimum Age to Reserve	Advanced Reservations
Board Room	1/12	4 hours per week	18	30 days
Classrooms 1 & 2	4/16	4 hours per week	18	30 days online; 1 year staff must reserve
Meeting Room	9/40	4 hours per week	18	30 days
Porch	1/4	3 hours per day	18	30 days
Study Rooms	1/3	3 hours per day	16	30 days

Use of Reserved Rooms:

A valid photo ID is required to use all rooms. Parties may only be held in the Meeting room. Due to the meeting facilities being open to all types of groups, the Library does not necessarily endorse the philosophies or practices of those meeting. The facilities will be made available on "an equitable basis, regardless of the beliefs and affiliations of individuals or groups requesting their use", according the Article VI of the Library Bill of Rights as adopted by the American Library Association.

Programs may not disrupt the use of the Library by others. Persons attending the events are subject to all library rules and regulations. Failure to abide by these rules may lead to you being asked to leave and risk the ability to reserve rooms in the future.

Use of Library Equipment in Reserved Rooms:

Library equipment (projector, computer, etc.) is available for use in the meeting room. Personal equipment can also be used. Staff is available to assist with set up with a week's advance notice.

Maintenance:

It is expected that every group meeting in the library will keep the meeting space clean. If a group does not keep the room in reasonable order, the group will be charged a \$75 custodial fee. A group which

leaves the meeting room facilities in disorder may be denied future use of a meeting room. Care must be given when using a room. Signs and other decorations are not to be taped to walls, doors, or windows.

It is not permissible for any group to rearrange library furniture or to borrow furnishings from other parts of the Library without the permission of the Library staff. Groups are to leave the rooms in as good or better condition than found.

Fee for Reserved Rooms:

There is no charge for non-profit or educational use of reserved rooms. For-profit organizations, as well as persons hosting an event that have the potential for financial gain for a non-charitable purpose, will be charged \$25 per hour for each room.

Refreshments:

Refreshments are allowed in the meeting rooms. Clean-up is the responsibility of the persons or group using the room. Alcoholic beverages are prohibited entirely.

Cancellation of a meeting:

When it is necessary to cancel a meeting, the Library should be notified. Failure to cancel within 24 hours of a meeting time could result in the forfeiture of meeting privileges. Under unusual circumstances such as severe weather, it may not be possible to cancel 24 hours in advance.

Storage of items:

No storage of items by non-library groups is allowed in the Library.

Mailing Address:

No group using rooms at the Library may use the Library as a mailing address. Any mail so received will be returned to the sender marked "addressee unknown".

Approved September 13, 2010

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