

MEETING 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

Types of Facilities:

Large meeting room:	75 people
Board room:	12 people
Activity room:	30 people
Study rooms:	4 people
Porch	4 people

Fee for Meeting Room:

There is no charge for non-profit use of the meeting 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.

Hours of Meetings:

The meeting rooms are available during regular library hours. Exception to these hours is at the discretion of the Library Director. If the room is used when the Library is closed, a library staff member will be in the building and \$25 per hour fee will be charged to the user of the 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.

Use of Library equipment in the meeting room:

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 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 custodial fee. A group which leaves the meeting room facilities in disorder may be denied future use of a meeting room.

Reservations:

Reservations for the use of the meeting room can be made online using Spaces (<http://byron.evanced.info/spaces>) up to 30 days in advance. Reservations can also be made at the circulation desk. Reservations are limited to eight hours per week.

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".

Age of Users of Meeting Rooms:

Groups composed of members under the age of 18 must have an adult sponsor in attendance at their meeting(s).

Conditions of Meeting Rooms:

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.

Use of Meeting Rooms:

Since the meeting facilities are 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 to 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 meetings are subject to all library rules and regulations.

Study Room:

The library has a study room on the first floor and a porch on the second floor available for public use. These rooms can be used by individuals or by groups with a maximum of 4 people in each room. The

study rooms are for the purposes of quiet study and discussion. Study rooms can be reserved, and are otherwise available on a first come, first serve basis. The time limit for each study room is a maximum of 3 hours. Library staff can exceed the time limit for partnerships, groups, or library activities. Youths requesting the first floor study room or the porch must be 18 or older. All study rooms must be vacated 15 minutes before closing. Snacks and drinks are allowed in the study rooms. Byron Public Library District reserves the right to ask individuals and/or groups to vacate the room if behavior is not appropriate per policies.

Approved September 13, 2010

Revised June 8, 2022