

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:	50 people
Board room:	12 people
Classrooms 1 & 2:	24 & 16
Study rooms:	3 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 various rooms can be made up to 30 days in advance at byronlibrary.org or by phone or in person. Reservations are limited to eight hours per week. Monthly reservations of either classroom can be made up to a year in advance.

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 16 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 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 Rooms and Porch:

The library has three study rooms 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 3 people in each study room

and 4 on the porch. These rooms are for the purposes of quiet study and discussion. The study rooms and porch can be reserved up to 30 days in advance, and are otherwise available on a first come, first serve basis. The dailytime 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 16 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 January 10, 2024

Revised March 13, 2024