

X. Use of Public Rooms

X-A: Meeting Room Policy

In keeping with the library's mission to offer a welcoming place for community interactions, the Mahomet Library meeting room is available for non-profit purposes by government agencies and community groups for informational, educational or cultural meetings and programs. The meeting room may be used for events sponsored by non-profit groups based in Mahomet Township or by non-profit groups with a majority of participants from Mahomet.

Use of the meeting room does not constitute endorsement, support, or co-sponsorship of the event or of the viewpoints expressed.

Eligible Groups

- Mahomet Township civic organizations
- Clubs whose intent is educational or cultural in nature
- Academic classes or study groups of more than 2 people
- Professional or honorary groups
- Organized school or academic groups which have a civic interest or goal
- Public lectures, panel discussions, and workshops
- Political forums sponsored by a civic organization
- Local authors who have a pre-approved, once-per-title sale of their books or media
- Mahomet Library-sponsored performers or authors with pre-approval to sell their sound recordings, videos or books related to their performances

Ineligible Use

The meeting room is not the appropriate venue for the following types of meetings:

- Any person or group meeting for a profitable reason, including promoting, advertising, or selling commercial products or services (A non-profit organization may sell products providing (1) all of the profits are for non-profit or charitable purposes and (2) the group does not attempt to sell to library patrons outside the meeting room.)
- Meetings or social events for personal or business purposes
- Religious worship services
- Political campaign meetings or events
- One-on-one meetings of any kind (for example, personal tutoring sessions). The Study Room is the appropriate location for one-on-one meetings.
- Use by any group that has violated library meeting room policies on prior visits

Reservations

A **valid Mahomet Library card** will be required for all reservations and current contact information will be requested from the individual making the request, with the understanding that any damage caused by the user's meeting will result in charges being placed on the user's account. If the meeting ends after regular library hours, this user is also responsible for ensuring that the main entrance doors are locked.

- **Reservation Form.** The meeting room must be reserved by using the Meeting Room Use Agreement form located on the library's web site and at the circulation desk. The reservation will not be made until the Meeting Room Use Agreement form has been completed, signed, and returned to the library. Meeting Room Use Agreements will be reviewed by the library director.
- **Scheduling Limitations.** Reservations may be made up to 3 months in advance and are honored on a first-come, first-served basis. No single group may have more than 9 meetings in a 9 month period.
- **Library programs receive priority** in the scheduling of meeting rooms. The library reserves the right to revise established reservations upon two-week notification to the organization.
- **Requests for meeting room use** may be denied if the noise from the planned activity would disturb the normal operation of the library.
- **Cancellations.** If a scheduled event has been cancelled, the group must notify library staff as soon as possible. If a group cancels scheduled meetings more than twice without notifying library staff, the group may be denied future use of the meeting room.

General Room Use Policies

The contact person for each group is responsible for ensuring that each member of his or her group is aware of and abides by these policies.

- **Availability and Use.** The meeting room and study room are available during the hours the library is open in the manner set forth by this policy and in a manner consistent with the mission of the library.
- **Meetings must begin at least ½ hour before the library closes.** If the meeting room is still in use after library hours, arrangements for exit must be made with staff. Note: The emergency exit door is alarmed and may not be used except in an emergency.
- **Admission Fees and Donations.** All meetings shall be open to the public. Groups may not charge admission or take up collections or donations. The sale, advertisement or promotion of commercial products or services is prohibited. Fees for meals or program materials are permissible as long as attendance is not dependent upon the payment of such fees.
- **Furniture and Room Setup.** The room seats up to 65 persons on chairs. There are twelve tables available for use. Groups are responsible for setting up the meeting room tables and chairs and returning them to the furniture closet before leaving. The meeting room must be left in good order and in the condition in which it was found. Meeting room furniture and equipment may not be removed from the building.
- **Decorations.** Attaching materials of any kind to the walls, floors, ceilings, or doors is not allowed.
- **Damages.** The group will be liable for custodial maintenance or repairs if any damage is done to the premises, furniture, or equipment and may be denied future use of the meeting room if damages occur.

- **Children and Teens.** Meetings of individuals under the age of 17 must be supervised by an adult who will remain with them at all times. If minors are still present at the library's closing time, an adult sponsor must remain with them until parents or caregivers pick them up.
- **Storage of Equipment and Supplies.** The library cannot provide storage space for equipment or supplies for groups using the meeting room. The library is not responsible for equipment or articles brought into the building or left in its rooms.
- **Contact Information.** Groups or organizations may not use the library's address or telephone number as its contact information. Library staff is unable to deliver messages except in an emergency.
- **Publicity.** All publicity must carry the name of the organization sponsoring the meeting. The library may not be identified as a sponsor.
- **Banned Substances.** Smoking, alcoholic beverages, and the use of candles or hazardous materials are not allowed on library property.
- **Departure.** Please notify library staff when your group leaves the room so it can be locked.
- **Open Access.** The library staff reserves the right to enter the meeting room at any time.

Using A/V Equipment

The room has Wi-Fi, projection equipment and a drop-down screen, audio components, and wireless microphones available for use.

The library cannot provide operators for the equipment. The first time an individual or a group intends to use the A/V equipment, a representative must contact library staff to arrange for a brief training session **before** the scheduled event.

Users are responsible for the replacement or reprogramming cost of remote controls, microphones, and computer and audio cables should they become lost or damaged.

Using the Kitchenette

- **Equipment Provided.** Microwave, refrigerator, sink, 30-cup automatic coffee urn. The library does not provide other supplies, such as cups or coffee condiments.
- **Intended Use.** The kitchenette may be used for the serving of light refreshments and snacks; it is not to be used for food preparation and small appliances are not allowed. Food and beverages may not be taken elsewhere into the library.
- **Clean Up.** Users agree to clean the kitchenette immediately following the meeting. Garbage is to be disposed of in the proper receptacle in the kitchen area. No food may be discarded in the sink. If the kitchenette is not cleaned, a cleaning fee will be assessed.

X-B: Study Room Policy

The study room is provided for individual quiet study and for small groups of up to six persons to work together without disturbing other library users.

Reservations and Use

- Reservations may be made up to 2 weeks in advance on a first-come, first-served basis, but walk-ins are welcome when the room is not in use or reserved.
- Use by an individual or group is limited to 2 days per week.
- In order to accommodate multiple users, an individual or group may use the study room for up to 2 hours per day. The time may be extended in half-hour increments if nobody is waiting.
- A vacated room is considered abandoned after 15 minutes and may be assigned to another individual or group.
- The room is not available for persons operating a business or selling merchandise or services, with the exception of:
 - Tutors who are compensated for academic tutoring
 - Local authors who may have a pre-approved, once- per-title sale of their books or media.

General Room Use Policies

- **Sign-In and Out.** Users must sign in and out at the circulation desk.
- **Food and Drink.** Only beverages with lids are allowed in the study room. Food is not permitted.
- **Decorations.** Attaching materials of any kind to the walls, floors, ceilings, or doors is not allowed.
- **Damages.** Users will be liable for custodial maintenance or repairs if any damage is done to the premises, furniture, or equipment and may be denied future use of the study room if damages occur.
- **Banned Substances.** Smoking, alcoholic beverages, and the use of candles or hazardous materials are not allowed on library property.
- **Clean Up.** Users are responsible for leaving the room as they found it.
- **Personal Property.** The library is not responsible for loss or damage to the personal property of individuals or groups using any library facilities.

Failure to abide by study room and library conduct policies may result in denial of future use of the study room.