

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.

Reflecting its commitment to the freedom of speech, the library does not limit the use of the meeting room by community groups on the basis of their legal expression of ideas. ***Use of the meeting room does not constitute library endorsement, support, or co-sponsorship of the event or of the viewpoints expressed.***

Eligible Events

- The meeting room may be used for public events sponsored by non-profit groups based in Mahomet Township or by non-profit groups with a majority of participants from Mahomet.
- The meeting room may not be used for private meetings or parties. All events must be free and open to the general public.
- The meeting room may not be used for profitable reasons, including promoting, advertising, or selling commercial products or services. Exceptions to this include:
 - Non-profit organizations selling products if (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.
 - Library-sponsored author visits and musical programs, at which artists are welcome to sell their books or CDs.
- Requests for meeting room use may be denied if the noise from the planned activity would disturb the normal operation of the library.
- If there are questions about the appropriate use of the meeting room, the library director will review the request. Exceptions may be granted at the discretion of the director.

Reservations

A **valid Mahomet Library card** is required for all reservations, 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.

If the room is not reserved or in use, individuals or small groups may ask to use the room on a walk-in basis. No one may use the room without first speaking to a library staff member.

- **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 guaranteed until the Meeting Room Use Agreement form has been completed and returned to the library.
 - **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.
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- **Priority for Library Programs.** 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.
- **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.

- **Meetings must begin at least ½ hour before the library closes.** If the meeting room is still in use after library hours, the group must make arrangements with library staff for proper exit procedures. 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. 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 and up to 50 if seated at tables. Tables and chairs are available in the furniture closet. Groups are responsible for their own room setup. 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 14 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 their contact information. Library staff members are 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, vaping, 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.
 - **Rules of Conduct.** All groups using the meeting room must also abide by the library's general Rules of Conduct policy. If group members fail to abide by the Rules of Conduct policy, the group may be denied future use of the meeting room.
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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, and sink. The library does not provide other supplies, such as cups or tableware.
 - **Intended Use.** The kitchenette may be used for the serving of light refreshments and snacks; it is not to be used for food preparation. Food and beverages may not be taken elsewhere into the library.
 - **Clean Up.** Users agree to clean the kitchenette immediately following the meeting and to dispose of garbage in the proper receptacle in the kitchen area. No food may be discarded in the sink. If the kitchenette is not cleaned, the library may assess the group a cleaning fee.
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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.
- **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, vaping, 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.
