

Meeting Room Policy

The Marengo Public library has one large meeting room and two smaller rooms available for civic, cultural, educational and public informational meetings held by the community and business groups. Use of the meeting rooms does not *imply* library endorsement of ideas expressed in the meetings or of the goals and objectives of the organization using the facilities. If a question is raised about the goals or activities of any organizations, group, or individuals requesting use of the meeting rooms, the library board shall be the final authority in granting or refusing permission for the use of the rooms.

Meeting of such non-profit groups must be free and open to the public. There is no cost for the use of these rooms; groups are encouraged to use the room/rooms during the regular operating hours of the library. The library will accept donations for the use of these rooms.

The rooms are located in the basement conveniently located near the elevator, restroom and are handicapped accessible. The rooms feature flexible room lighting, large screen for video/film, slide, data projector, marker board, LCD projector, document camera, microphone with speakers, DVD player, tables and chairs. Reservations must be made in advance for all equipment with a valid ID and by signing the Marengo Public Library Facility Use agreement Refreshments may be served only if technology *is not in use*.

The smaller meeting room adjacent to the kitchenette has a seating capacity of about 12. Light refreshments may be served provided the person/persons in charge assume the responsibility for the clean-up of the kitchen area. The users of the kitchen will provide their own utensils and supplies. Any kitchen appliance will be used with safety in mind, and the user does so at his or her own risk. Any small appliance brought in for use must be reported to the library staff; should any injury occur, the individual should seek appropriate medical attention. Refuse that is generated by the group will be carried out and disposed of by that group.

Library activities and programs will *always take priority* in the use of the meeting/rooms. Activities may not be held if the program/activity involves noise that would interfere with the library's principal function: that of providing a quiet place for reading or studying.

It is asked that meetings be scheduled well in advance. It is the library's right to move or cancel a meeting. Reservations for meeting rooms are on a first come, first serve basis. Anyone that would like to schedule the use of the meeting room/rooms needs to contact the library and request availability information. The tentative reservation will be made should the party meet eligibility requirements. A confirmation date should be made within 2 working days prior to the program/activity. This is the responsibility of the person requesting the room. At this time the sponsor should inform the library staff of any special needs (tables, chairs, equipment or staff assistance). The event sponsor is responsible for all aspects of arranging the room, signing the Marengo Public Library Facilities Use Agreement, conduct of those in attendance, building security beyond library hours and general room clean-up of the room. No furniture is to be removed from the building. A fee may be assessed for labor to cover the cost of resetting, damage, or extraordinary room usage, (minimum charge of \$25.00). Advanced reservations will not be cancelled without prior notification of at least four weeks. If the event is scheduled during the library's closed hours, it is the responsibility of the sponsor to make special arrangements with the library director and has signed the Marengo Public Library Facility Use agreement. It is the responsibility of the event sponsor to be sure that all guests have exited the building and that the doors are securely locked upon leaving.

The large meeting room is available for businesses and non-profit groups. The Marengo Public Library Board of Trustees will determine when rental fees apply. Such fees may include \$25 (minimum) for the first two hours and \$50 (maximum) for any additional time after two hours. Decorations *must* approved *prior* to installations. No decorations are permitted on the walls. Exits must be cleared at all times. Materials must be removed after use of the room. Any items left without prior arrangements may be moved to the custodial room and discarded.

Groups may have bookings for a single meeting or a brief series of meeting extending for no longer than two weeks. Rooms are not intended as regular meeting places or for multiple day exhibitions or displays. Arrangements can be made with the library director if groups need a permanent place to meet.

The library building as a whole is **smoke-free** and **alcohol free**. Candles or open flames of any kind are not allowed anywhere inside the library building. Sale of anything other than items which promote the mission or goals of the Marengo Public Library is prohibited anywhere in the library building. Admission may not be charged for any event in the meeting rooms.

The Marengo Public Library Board of Trustees, Library staff or the City of Marengo are not responsible for accidents, injury, or loss of individual property while using the library facility. The library director is authorized to deny permission for the use of the library meeting room/rooms to groups that is disorderly or violates approved regulations and agreements.

At the conclusion of the meeting, it is the responsibility of the event sponsor to complete the Marengo Public Library Meeting Room checklist. Please refer to the picture on the wall by the light switches to set the room correctly. Final checklists can be given to the front desk or placed in the drop box, if the meeting ended after normal business hours.

Library Hours:

Monday-Thursday 10:00am-6:00pm

Friday 10:00am-5:00pm

Saturday 10:00am-1:00pm

Adopted:

August 8, 2007

Reviewed- March 3, 2010

Reviewed- August 3, 2011

Reviewed- January 15, 2015

Reviewed- January 13, 2016

Reviewed- January 4, 2017

Reviewed – January 3, 2018

Reviewed- January 8, 2020