

## **XIV. MEETING ROOMS**

The Effingham Public Library provides the use of meeting rooms for library-related cultural, civic and educational purposes. Permission to use library facilities does not constitute an endorsement by the library of the group's policies or beliefs.

1. Library programming has priority at all times.
2. Facilities will be reserved on a first-come, first-served basis. Rooms may be booked up to 60 days in advance of event.
3. Rooms are reserved only after a request has been submitted through the online room booking program and approved by the Director or the library designated representative.
4. Groups may not schedule meeting rooms more than once a month without Director approval. Additional fees may be assessed. Groups using the meeting rooms on a regular basis must reapply annually.
5. Government entities will not be charged a fee to use a meeting room to conduct government functions and trainings.
6. A fee of \$25/hour for the small meeting rooms (Luttrell and Bauer) and a fee of \$50/hour for the large meeting room (Workman) will be assessed for any event that is hosted by a non-profit/tax exempt organization, a for profit making group or business, fundraising event (excluding library activities), meetings where a tuition or fee is being assessed (excluding library activities), meetings where products or services are promoted or sold, or events of a personal nature (birthday parties, bridal/baby showers, etc.)
7. Outside groups are responsible for setting the room up as well as returning the room to the prior set up. Tables and chairs may not be removed from any room without permission from the Library Director.
8. All payments must be complete prior to admittance to the room. The person signing for the room is liable for any breakage, damage, or theft of any Library property caused as a result of the event and/or incorrect securing of facilities upon exiting.
9. All fees must be paid 24 hours in advance of the event.
10. There is no extra charge for the use of library equipment at meetings in the library. Items must be reserved at time of registration. Please check with library staff to see what is available for use during your meeting.
11. The library should be notified immediately of a cancellation. All cancellations must be made at least 24 hours in advance to the room reservation. The library reserves the right to cancel because of weather or other conditions. If the library is closed, all meeting room reservations are canceled during the closure. If the library basement is converted to a city-wide storm shelter through our intergovernmental agreement with the City

of Effingham, all bookings will be cancelled and a refund will be offered for the effected time period.

12. Smoking and alcoholic beverages are not allowed on the premises.
13. Refreshments may be served in the meeting Room. Library facilities must be left clean and orderly. All trash must be placed in containers and taken to the dumpster outside. Coffee pots should be turned off.
14. Users will assume legal responsibility for the cost of repair or replacement of damaged property or equipment or for special cleaning, if necessary.
15. The library will not be responsible for any property left in the building by users.
16. Children's groups with up to 20 children must be supervised by at least two adults, with one adult for every 10 additional children.
17. The library director is authorized to deny permission to use the facilities to any group that violates these rules. The library reserves the right to deny use of the room.
18. These rules are subject to periodic review and change by the library board of trustees.