

Taylorville Public Library Meeting Room Policy

To submit via email, this document must be printed, filled out, signed, and then scanned and attached to an email directed to adir@taylorvillelibrary.org, with "Attn. Assistant Director" written in the subject line. You are also welcome to fill one out in-person at the library's front desk.

Purpose

The Board of Trustees of the Taylorville Public Library offers the use of the meeting rooms to any group of citizens for cultural, educational and/or civic purposes providing it is open to the public. Social or commercial meetings do not fall within these guidelines. The meeting rooms may be used only during the hours that the library is open to patrons (Monday to Saturday). All meetings must be free and open to the general public except for closed sessions of governmental bodies in accordance with the Open Meetings Act.

The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The Library Director is authorized to establish reasonable regulations governing the use of meeting rooms.

Endorsement

The use of meeting rooms by groups does not constitute an endorsement of these groups or their programs by the library, the staff, or the Board of Trustees. Publicity announcing meeting should in no way imply sponsorship by the Taylorville Public Library.

Restrictions

Meeting rooms may not be used for the following purposes. *Exceptions to this rule will be permitted only with the Board of Trustees approval, on a case by case basis.*

1. Purely social functions (parties, showers, receptions, etc.);
2. Fundraising or gambling activities.
3. Political candidates may not use the library meeting rooms for fundraising or campaigning. However, general informational meetings on political topics and forums may be held.
4. Events hosted/provided by for-profit businesses or individuals.

Scheduling Reservations

1. Genealogy Room *12-person capacity Conference Table

***(Covid-19 (2-person capacity) No AV Equipment**

2. Community Room *60-person capacity Projector/Screen

***(Covid-19 (10-person capacity) DVD & Blu-ray**

Meeting space can be booked tentatively by phone, but a completed application must be on file before you

will be confirmed for its use. The application should be made on the form provided and returned to the library's circulation desk, or emailed to staff@taylorvillelibrary.org with "Attn. Library Director" in the subject line. Groups will be booked by the date the application is actually filed. The Library Director will resolve any conflict that may arise in the booking of a room with full authority of the Library Board of Trustees.

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An organization or group must designate one person to assume legal responsibility for its activities in the library, and this person will sign the reservation form.

Room Use by Minors

Groups composed of persons under the age of 18 may use the rooms with adult supervisors. The group's supervisor signs the reservation form. Supervisors shall remain with the group for the duration of the meeting.

Cancellations

-The library reserves the right to cancel any reservation due to unforeseen circumstances. The library may also cancel a group's reservation if policies for use of the meeting rooms are violated.

-When it is necessary for a group to cancel a meeting, the library should be notified 24 hours in advance. Under unusual circumstances, such as severe weather, it may not be possible to cancel 24 hours in advance, but the library should be notified of any situation which requires cancellation of a scheduled meeting.

Set Up / Clean Up

-Groups may rearrange furniture in the meeting room but must return the room to its original configuration before leaving. Tables, chairs or other items must not block exits. The library will not be responsible for special set ups. Furnishings may not be borrowed from other areas of the library without permission by the Library Director or staff designee.

-Any group using the meeting room is responsible for keeping the room clean. If the group does not leave the room in a neat and orderly fashion, a custodial fee, if necessary, will be assessed.

-Electrical units within the library may not be modified nor may lights be strung without discussing the matter with the Library Director.

Bulletin Board Postings

Bulletin boards are provided in the lobby for public announcements of general nature. Any group announcements to be posted must describe the event or activity which may be of public interest to a substantial number of persons in the community and should be reviewed with the Library Director before posting. No personal announcements or advertisements or personal business will be allowed.

Additional Regulations

- Meetings may only be scheduled on days, and during the times, the library is open. All meetings must terminate before the library closes so that the doors may be locked at the library's regular closing time.
 - Meetings that interfere with the work of the library because of noise, hazardous materials, or other factors will not be allowed.
 - No smoking or alcoholic beverages are permitted in the building.
 - Under no circumstances will a group be given a key to the library nor to any room in the library.
 - Any group or organization using the meeting rooms must indemnify and hold harmless the Taylorville Public Library and/or its staff and Board of Trustees for any accidents resulting from negligence by the group or any member of the group.
 - Organizations will be held responsible for damage to the library building, grounds or equipment.
- *Covid-19 – Masks must be worn at all times, and social distancing must be practiced.**

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Taylorville Public Library, 121 West Vine Street, Taylorville, IL 62568

APPLICATION FOR MEETING ROOM SPACE

Dates of Application: _____

Organization Group Name: _____

Requested date(s): _____

Community Room (60 capacity) Genealogy Room (12 capacity)

***(Covid-19 (10 capacity) *(Covid-19 (2 capacity)**

Purpose of Meeting: _____

Name of Applicant: _____

Address: _____

Phone Numbers (day/evening): _____

Is the applicant 18 years or older? YES _____ NO _____

Is food going to be served? YES _____ NO _____

Request AV Equipment: _____

Special Needs or Arrangements: _____

In consideration for the use of the meeting room(s), we agree and acknowledge that:

1. We have read the policy on the use of the meeting room(s) and agree to comply with all regulations.
2. We understand that failure to comply with such regulations may result in termination of the right to use the Library meeting room facilities.
3. We also understand that the Library is not responsible for equipment, supplies, materials, or any personal possessions owned or leased by those sponsoring or attending the meeting described above.
4. The library assumes no responsibility for personal belongings left in the meeting room.
5. We agree to indemnify and save harmless the Taylorville Public Library for any and all damages that occur to the library building, grounds, furniture, furnishings, or equipment resulting from this use of such meeting room(s).

Responsible Party Signature (and printed name) Date of application

I have read and understand the policy and rules for use of the meeting room.