

Meeting Room Policy

The Colona District Public Library building contains a meeting room with a maximum occupancy of 100 persons. The primary purpose of this meeting room is to support library function, meetings, and programs. The meeting room may, on occasion, be made available for public use. The Colona District Public Library is not responsible for any liability incidents/claims that could occur during use of the meeting room facility. The organization or group must show proof of liability insurance, or sign a waiver that the library district is not liable, when applying to use the meeting room.

As a service to the community, the library makes its meeting room available for no charge to non-profit groups wishing to present programs or to hold meetings which serve the community's need for education, information, and cultural enrichment with the following provisions:

- ◆ All use of the meeting room is subject to the approval of the director.
- ◆ Library sponsored or co-sponsored programs take precedence over other groups at all times. The library reserves the right to change or cancel reservations in emergency situations.
- ◆ Colona Township organizations and patrons will be given first priority. Other groups or people may be allowed to use the meeting room at the discretion of the library director.
- ◆ The room is available on a first come- first serve basis. Groups are encouraged to reserve the room in advance.
- ◆ Advanced notice of 24 hours must be given to the library in the event that a scheduled meeting is cancelled.
- ◆ Only the library or library group may sponsor a fund-raising or purely social program in the library.
- ◆ No attendance fee may be charged or collection taken up without the express approval of the director.
- ◆ Profit-oriented groups are prohibited from the use of the library meeting room.
- ◆ The library meeting room is available only during the hours the library is open.
- ◆ User of the room is responsible for arranging the furniture as needed and replacing the room as found.
- ◆ **Restrictions**
 - **Water ONLY** will be permitted in the library.
 - **NO SMOKING**
 - **No alcoholic beverages** on library premises.
 - Food is permitted in the meeting room only. **NO CANNABIS** laced food is allowed.
- ◆ Noise level in the meeting room must not be distracting/disruptive to library patrons and/or staff.
- ◆ The use of the library meeting room shall not be permitted for political rallies or partisan events.
- ◆ No religious or evangelism services shall be held in the library meeting room.
- ◆ Use of the meeting room in no way implies library endorsement of ideas expressed in the meetings or of the aims and goals of the organizations using the facility.
- ◆ The name, address, and telephone numbers of the library must not be used as the official address or headquarters of an organization. Publicity made by a non-library group in the library meeting room must be worded in a manner that would not imply library sponsorship.
- ◆ If an adult co-signs the application and adult supervision is provided, patrons under age 18 may reserve the meeting room.
- ◆ The agent signing the application must be responsible to the library for the facilities, cleaning up, and any damages or missing items that would occur.

Failure to abide by any of these rules or to cooperate with the library staff may result in loss of meeting room privileges.

Policy Adopted March 2000
Reviewed March 2012
Reviewed January 2015

Reviewed January 2018
Updated and Approved November 2020
Reviewed January 2024 SH

Colona District Public Library

Application for use of Meeting Room

Name of Organization_____

Space requested ☐ Meeting Room ☐ Board Table ☐ Grouped Tables

Date of program_____ Time program begins_____ ends_____

Will you need time to arrange the room in advance of program?_____ If yes, how much?_____

Nature of program_____

Estimated size of group or audience_____

Person making application_____ Position_____

Address_____ Telephone #_____

I certify that I am an authorized representative of _____ and have the power to execute this application on behalf of the above name organization. I further certify that I have read the policies governing the use of the meeting room and agree to follow the rules and regulations stated therein.

The Colona District Public Library is not responsible for any liability situations that could occur during the use of the meeting room facility. General insurance should be carried by the organization or group. The _____ further covenants and agrees to indemnify, defend at its expense and forever hold harmless the Colona District Public Library and/or the Trustees, Officials, Staff, and Employees of the Library from and against any and all claims, demands, or actions which may hereafter at any time be made or instituted against any of them arising out of the occupancy and/or use of the premises.

(Name of Organization) Date_____

By_____ Title_____

Approved by _____ Date_____