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Title: Meeting Room Policy		Policy Number: 205
Effective Date: January 1, 2023	Supersedes policy number or date: 6/22/15	
Review Date:	November 2025	

1. Purpose - To provide direction on the use of Crown Point Community Library (CPCL) Meeting Rooms.
2. Scope: This policy applies to all CPCL public meeting rooms.
3. Definitions: none
4. Policy:

The public meeting rooms of Crown Point Community Library are operated by the Library as part of its community services in order to provide accommodations for educational, informational, cultural, and civic functions.

- The library is not to be considered the sponsor, host or the endorser or in any other way associated with any organization using the meeting room.
- The library does not necessarily endorse the views expressed by those in attendance.
- Questions regarding usage will be determined by the Library Director, who will be the sole arbiter.
- The responsible party on the Meeting Room Application must be 18 years of age or older.

Meeting Room Availability

- Library sponsored programs have first priority.
- Rooms are reserved on a first-come, first-served basis.
- The Library retains the right to deny the space to any user whose planned use of the space does not comply with the terms set forth in this policy.
- The Library reserves the right to change or cancel reservations. Every effort will be made to give adequate notice of change.
- If the Library closes due to any reason, all room bookings are also cancelled. Every effort will be made to alert to give adequate notice of closure.

Reservations

- Scheduling for the following calendar year will begin December 1. A maximum of 12 meetings may be scheduled during a calendar year.

- Requests for reservations must be submitted on the library's Meeting Room Application form. The Meeting Room Application form is available at all CPCL service desks and on the Library's website at www.crownpointlibrary.org. Applications may be submitted in person, by mail, email or fax. Reservation requests are pending until approved by library staff.
- The Library reserves the right to assign/reassign meeting rooms based on the best use of the library facilities and to restrict the frequency of use.

Use

- Use of the rooms must not interfere with normal use of the library.
- All attendees must comply with all library policies.
- Adult supervision must be provided at all times when meetings are attended by minors. This includes children who, though not a part of the meeting or gathering, attend with their parents or guardians.
- Products or services may not be advertised or sold except in conjunction with a Library program.
- Groups that discriminate on the basis of race, color, or creed shall not be permitted.
- Smoking, alcoholic beverages, illegal drugs, controlled substances are prohibited.
- Open flames (candles, chafing fuel, Sterno warmers) are not permitted.
- Refreshments and catered meals may be served. Hot meal preparation is not allowed.
- The number of people in a room is restricted to the maximum number allowed according to fire regulations.
- The Library does not assume any responsibility for the security of personal items.

Fees

- Not for Profit Organizations: No charge. Proof of not for profit status may be required.
- For Profit Organizations or Businesses: \$25/hour per room payable on day of use or before.
- Private Events: \$25/hour per room payable on day of use or before.

Responsibilities

- Each group assumes the full responsibility for any damages to Library property incurred from the use of the meeting room. Abuse of the facilities will be sufficient cause to deny further use.
- Users are responsible for returning the meeting room to its original condition and standard set-up. Failure to do so may result in a cleaning/set-up fee of \$25 and/or loss of room use.

Room Use and Set Up

- Permission to use the rooms includes the ordinary use of the furniture and fixtures, including chairs, tables, TV/DVD player, data and electrical lines, and all audio-visual equipment. All other items must be provided by the person or group reserving the room.

- Clean up, including the kitchenette, is the responsibility of the applicant and must be included in the time allotted for each reservation.
- Nothing may be affixed or mounted to the drywall in any way.
- No storage space is available.

Room Equipment

Audio-Visual Equipment

- Use of A/V equipment is available at no extra charge.
- Instruction for use of the Library's A/V equipment is available by appointment only.

Kitchenette

- Coffee maker and microwave will be available for use.
- Refrigerator will be available for use, but all leftover food must be removed from the premises.
- Users must provide all their own meeting supplies, including paper products, kitchen utensils, coffee, coffee filters, etc.

5. **Enforcement:** By enactment of this policy the Board of Trustees is concurrently rescinding any prior policy or procedure within the Crown Point Community Library that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees

Adopted 7/24/12

Revised 8/27/13

Revised 6/22/15

Revised 11/28/22