



Title: Meeting Room Use	Policy Number: 205
Effective Date: July 27, 2015	Supersedes policy number or date: August 27, 2013
Review Date:	June 2017

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:

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

- a. 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.
- b. The library does not necessarily endorse the views expressed by those in attendance.
- c. Questions regarding usage will be determined by the Library Director, who will be the sole arbiter.
- d. The responsible party on the meeting room application must be 18 years of age or older.

II. Meeting Room Availability

- a. Library sponsored programs have first priority.
- b. Rooms are reserved on a first-come, first-served basis.
- c. 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.
- d. The Library reserves the right to change or cancel reservations. Every effort will be made to give adequate notice of change.

III. Reservations

- a. Scheduling for the following calendar year will begin November 15. A maximum of 12 meetings may be scheduled during a calendar year.
- b. Requests for reservations must be submitted on the library's Meeting Room Application Form. The Meeting Room Application Form is available at all library service desks at both Crown Point and Winfield Libraries and on the

library's website at [www.crownpointlibrary.org](http://www.crownpointlibrary.org). Applications may be submitted in person, by mail, email or fax. Reservations requests are pending until approved by library staff.

- c. The library reserves the right to assign meeting rooms based on the best use of the library facilities and to restrict the frequency of use.

#### IV. Policies

- a. Use of the rooms must not interfere with normal use of the library.
- b. All attendees must comply with all library policies, including the Courteous Conduct Policy.
- c. 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.
- d. Products or services may not be advertised or sold except in conjunction with a library program with the exception of authors engaged in book signings or artists performing or exhibiting in the room.
- e. Groups wishing to hold regular worship services are not permitted. Groups that discriminate on the basis of race, color, religion, ancestry, age, national origin, disability, sex, sexual orientation, gender identity, or United States military service, shall not be permitted. Only politically non-partisan meetings are allowed.
- f. Smoking (including tobacco or e-cigarettes), alcoholic beverages, illegal drugs, controlled substances, and open flames are prohibited.
- g. The number of people in a room is restricted to the maximum number allowed according to fire regulations.
- h. The library does not assume any responsibility for the security of personal items.
- i. Library meeting rooms should be vacated 15 minutes before library closing.

#### V. Fees and Responsibilities

- a. All users:
  - i. Each group assumes the full responsibility for any damages to library property incurred from use of the meeting room. Abuse of the facilities will be sufficient cause to deny further use.
  - ii. Users are responsible for returning the meeting room to its original condition.
- b. Not for Profit Organizations:
  - i. No charge.
- c. For profit organizations:
  - i. For profit groups may use the rooms for a fee of \$25 per hour payable on date of reservation.
- d. Private events:

- i. Private events (not open to the general public) may be held for a fee of \$25 per hour payable on date of reservation.

VI. Room Use and Setup

- a. 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.
- b. Clean up (including the kitchenette) is the responsibility of the applicant and must be included in the time allotted for each event.
- c. Nothing may be affixed or mounted to the walls in any way.
- d. No storage space is available.
- e. The library does not assume any responsibility for the security of personal items.

VII. Equipment Available

- a. Audio-Visual Equipment
  - i. Use of A/V equipment is available at no extra charge.
  - ii. Instruction for use of the Library's A/V equipment is available by appointment only.
- b. Kitchenette
  - i. Coffee maker and microwave will be available for use.
  - ii. Refreshments and cold catered meals may be served. Hot meal preparation is not allowed.
  - iii. No open flames.
  - iv. All food must be removed from the premises.
  - v. Users must provide all their own meeting supplies, including paper products, kitchen utensils, coffee, etc.

VIII. Enforcement: The Crown Point Community Library has the right to set and enforce rules and regulations concerning the use of meeting rooms provided by the library. 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

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President, Board of Trustees

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Date

Adopted 7/24/12  
Revised 8/27/13  
Revised 6/22/15