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Title: Meeting Room Policy		Policy Number: 205
Effective Date: February 1, 2024	Supersedes policy number or date: 11/28/22	
Review Date:	January 2027	

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 in any other way associated with any organization using the meeting room unless it is presented as a partnership program.
- Use of the meeting room does not mean that the Library endorses the purposes and policies of those using its meeting rooms.
- Questions regarding usage will be determined by the Library Director, or the Director’s Nominee, 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, subject to the priority of the library sponsored programs.
- 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 is available at all CPCL service

desks 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. Reservation requests are pending until approved, in writing, 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 to allow for use of the facilities on an equitable basis.

### **Use**

- Use of the rooms must not interfere with normal use of the library.
- Publicity for a meeting by a non-library group or individual in the Library's meeting room must not be worded or presented in a manner which would imply library sponsorship of the group's activities. The Library's logo cannot be used on advertisement or announcements, and the Library's name may only be used in reference to the activity's location.
- 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.
- The service of alcoholic beverages is prohibited, with the exceptions of special events approved by the Library's Board of Trustees.
- 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. Payment due two weeks prior to event date. Once payment has been paid, no refunds will be given unless the library is closed or cancels the booking. Payments for canceled event may be used as a credit for a future event.
- Private Events: \$25/hour per room. Payment due two weeks prior to event date. Once payment has been paid, no refunds will be given unless the library is closed or cancels the booking. Payments for canceled event may be used as a credit for a future event.
- The Library reserves the right to cancel meetings for nonpayment of room use fees.
- Partial hour use of meeting room is charged for a full hour according to the applicable room use rates.

### **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.
- Failure to meet responsibilities detailed in the Meeting Room Use Guidelines or Meeting Room Policy will result in revoking subsequent room use privileges and clean up fee, if applicable.
- 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 and supplies 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.

Adopted 7/24/12  
Revised 8/27/13  
Revised 6/22/15  
Revised 11/28/22  
Revised 1/29/24