

MEETING ROOM POLICY

The meeting room at the Main Library of the Belleville Public Library is intended primarily for use by the Library Board of Trustees, Foundation, Friends, and library programming. These usages take precedence over all others.

The following conditions apply to meeting room use:

I Qualifying groups

- a) The meeting room is available to non-profit community based groups and organizations under conditions established by the Board of Trustees.
- b) For profit organizations may use the meeting room for educational or charitable purposes only.
- c) The meeting room may not be used for commercial activities for the purpose of monetary solicitation. Only Library fund-raising is allowed.
- d) Programs involving the sale, advertizing or promotion or products or services or programs as well as social, personal or family activities are prohibited.

II Reservation Issues

- a) Reservations must be made by an adult, 18 years or older who will be responsible for the conduct of the meeting and for any damages to Library property.
- b) Reservations are on a first-come, first-served basis, and will be reserved no more than six months in advance
- c) A \$25.00 security deposit and a \$10.00 usage fee are required to reserve the meeting room commencing January 1, 2010. The security deposit will be returned if there are no damages. (See III a.))
- d) The Board of Trustees, the Foundation and the Friends of the Library are exempt from the security deposit and usage fee.
- e) The individual and the group for whose benefit the reservation is made shall be jointly and severally liable for any breakage, damage or theft of any Library property caused by members or guests of the group. Accordingly this individual must be in attendance at the meeting as the responsible party.
- f) When a group finds it necessary to cancel an event, it is the responsibility of the applicant to notify the Library 24 hours in advance.

III Care of Meeting Room

- a) Staff member(s) and the group representative will check the condition will check the condition of room and its contents both before and after the meeting. If no damages exist, the security deposit will be immediately

returned. However, if damages are detected, the room assessment report and security deposit check will be referred to the director for adjudication.

- b) Children must be supervised in a ratio appropriate to the age group and activity.
- c) Materials may not be mounted on the walls or ceiling of the meeting rooms.
- d) Users are responsible for leaving the room in a neat and orderly condition. The room must be restored to an acceptable state agreeable to staff upon completion of use.
- e) Refreshments prepared in advance may be served, with the exception of alcoholic beverages. Refreshment supplies are not provided by the Library.

IV General Meeting Issues

- a) No admittance fee may be charged or contributions taken or collections made. There may be no selling or taking of orders for any profit-making purpose. A fee may be charged for materials for a workshop or class.
- b) All meetings must be open to the public. No closed meetings will be allowed with the exception of library board executive sessions, staff meetings, and board/union negotiations.
- c) The use of the library's meeting room does not constitute the library's endorsement of the group's policies, beliefs or practices.
- d) All announcements, press releases, etc. should state that the meeting is not sponsored by the Belleville Public Library.
- e) Meetings must be scheduled during regular open hours of the library and must end 15 minutes before the Library closes.

V Board Oversight

- a) Violation of this policy without Board approval may result in the group being denied further use of the room.
- b) The Library may have to cancel a group's use of a meeting room due to unforeseen circumstances.
- c) The Board of Trustees reserves the right to deny use of the room.
- d) This policy may be modified by the Board of Trustees at any time.

Revised September 9, 2010