

## Meeting Room Guidelines

### Application for Use

1. Applications for the use of meeting rooms at the Matteson Area Public Library must be made by an adult (18 years or older) who has a valid Matteson Area Public Library card.
2. Applications for use of a meeting room must be submitted at least two weeks in advance; but, no more than 3 months in advance.
3. Groups must be larger than 10 people to reserve the room.
4. All users are responsible for complying with the provisions of the Americans with Disabilities Act which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.
5. Equipment must be requested at the time of the meeting room application.
6. Setup arrangements must be requested at the time of the meeting room application. Library staff will assist meeting room users with minor adjustments to the room setup at the time of the meeting, program or event.
7. The date and/or time of an existing meeting room reservation cannot be modified. Groups wishing to change the date or time of a meeting program or event must first cancel their original reservation and then submit a new application for meeting room use.
8. Reservations are limited to one per seven day period. This includes different chapters, subcommittees, divisions, etc. of one organization.
9. No group can book consecutive Saturdays or consecutive Sundays.
10. Meeting rooms are available for use during Library open hours only and must be vacated 30 minutes before the library closes.
11. The Library reserves the right to change or cancel meeting room reservations.

### Procedures

1. Upon arrival, the individual who signed the application form must check in at the front desk. This same individual must notify Library staff when the meeting, program or event is finished to arrange for an inspection of the space and their signature on the application form.
2. Library staff will set up the requested equipment and provide basic use instructions. Library staff will not be present to operate equipment during meetings, programs or events. The Library will not provide equipment that has not been requested at least 4 days in advance of use.
3. The applicant is responsible for ensuring that any film viewed in a Library meeting room has public performance rights.
4. Only Library staff may raise or lower the ceiling-mounted viewing screens. Groups may be charged for damage caused by attempting to raise or lower the screens.

5. Only minor adjustments to the room setup will be made by Library staff at the time of the event. Groups may not rearrange Library furniture or move tables, chairs or other furnishings to or from other parts of the Library. Requests for additional seating must be directed to the front desk.
6. The applicant is responsible for announcing the location of emergency exits at the beginning of the meeting, program or event.
7. Meeting rooms are to be left as they are found. Waste must be placed in appropriate garbage and/or recycling receptacles; and all tables should be wiped clean.
8. Basic refreshments may be served (non-alcoholic beverages and finger foods) in Library meeting rooms. Alcoholic beverages may not be served. Food and uncovered beverages may not be taken into other areas of the library.
9. Signs and decorations may not be taped or stapled to walls or doors. Only dry erase markers may be used on the white boards/walls.
10. Use of glue, crayons, paint, markers, tape, and other craft supplies is prohibited unless applicants also provide table and floor coverings.
11. Library staff must have free access to meeting rooms at all times. Groups may not cover windows or block or lock meeting room doors.
12. Only Library owned extension cords and power strips may be used. Hazardous materials and/or weapons, including, but not limited to, paints, solvents and explosives are prohibited.
13. No group may use the Library as a mailing address. The Library does not provide storage for any group.
14. The Library reserves the right to terminate meetings, programs or events that are disruptive to normal Library operations.
15. Library staff cannot take care of the young children of those attending a meeting, program or event. Sometimes young children who are left unattended in the library during meetings become frightened and confused. Children under 10 years old must be directly supervised at all times by a responsible adult age 16 or older while in the library. To protect the child and promote child safety, staff will return unattended children to their parent or caregiver in the meeting, program or event. Although Library staff makes the library as safe as possible for everyone who uses it, there is always the possibility of danger to unattended children.

### **Schedule of Fees**

A. Time-slots available: Mornings Monday – Saturday from 9:30 – 12:30; every afternoon from 1:30 – 4:30; and Monday – Thursday Evenings from 5:30 – 8:30. The full fee applies to all or any part of a timeslot. Consecutive timeslots are expected to flow from one timeslot directly into another; and, carry a fee equal to 50% of the initial timeslot.

B. Rental Fees

501 (c) (3) Non-Profits and HOAs	\$10.00 per three hours
Matteson Businesses and all other Matteson residents	\$50.00 per three hours
Non-resident businesses	\$150 per three hours
Non-resident, non-profit 501 (c) (3) status	\$50 per three hours

C. Miscellaneous Equipment

VCR/DVD TV	\$25
Overhead Projector	\$15
Computer Projectors	\$25
Laptops	\$15 each or \$100 for 10 and the cart

**Commercial Activity**

Fees may not be charged previously, immediately or at a future time to participate in meetings, programs or events. Donations may not be solicited. Library meeting rooms may not be used for meetings, programs or events involving the sale, advertising, solicitation or promotion of commercial products or services immediately or at a future time.

Attendance and Cancellations

1. Groups must provide a reasonably accurate estimate of expected meeting attendance. Groups may be denied use of a meeting room if the estimated attendance is not appropriate for the room capacity.
2. Meeting room capacity has been established to ensure the safety of participants. The Library will terminate meetings, programs or events with attendance that exceeds room capacity.
3. Groups will receive two warnings for attendance that is 50% or less of the estimated attendance or results in a total attendance of fewer than 10 participants. The third occurrence will result in the suspension of the group's meeting room privileges for a period of one year.
4. Groups must cancel meeting room reservations at least 24 hours prior to the scheduled use.
5. Failure to provide 24 hours' notice of a cancellation will be grounds for suspension of meeting room privileges.
6. No person or group may assign its reservation to another person or group.
7. **No refunds will be given.**

## **Failure to Comply**

Individuals or groups presenting and attending meetings, programs and events are subject to all Library policies, rules and regulations. Failure to comply with Library policies, rules and regulations (including these guidelines) will be grounds for suspension of meeting room privileges. Individuals or groups will receive one warning. A second occurrence will result in a one year suspension of meeting room privileges. Repeated violations may result in a longer suspension.