

# Galesburg Public Library Meeting Room Policy

The Galesburg Public Library welcomes the use of its rooms for educational, civic, cultural and public information meetings. Permission to use the meeting rooms in no way implies Library endorsement of goals or activities of any organization using the rooms. Use of the rooms is subject to the following conditions:

**Priority for use of the meeting rooms will be given in the following order:**

Galesburg Public Library sponsored programs.

Library related meetings.

Educational, cultural or civic meetings, or programs of non-profit organizations within the city of Galesburg.

Other meetings, which, in the opinion of the Board of Trustees, are appropriate to the library.

## Meeting Rooms

**Eila Hiler A.V. Room, First Floor.** ONLY by special permission of the Children's department Supervisor.

Seating capacity: 40 chairs, 6 tables

**Sanderson Room, Second Floor.**

Seating Capacity: Chairs only: 125  
15 tables and 60 chairs

Floor capacity for children: 225

## Booking Procedures

- To reserve a meeting room, a representative of the group *must* complete a reservation form at the Circulation Desk. No room may be reserved more than 4 months in advance. Exceptions to this rule are WIN, Railroad Retirement Board, Knox-Galesburg Symphony Board. If the room is reserved over the telephone, a representative from the group must sign the reservation form within 7 business days. If the form is not signed within that period, the room will not be reserved. If the room is reserved with fewer than 7 days between the initial reservation and the event, the reservation form must be completed and returned to the library 24 hours before the event.
- Rooms will be reserved on a first come, first served basis.
- Community groups may use the meeting room for regular monthly meetings; however, they must renew their request quarterly.
- All meetings must be open to library staff, public and the press.
- Use of the library for the purpose of fundraising or any commercial business purpose is not allowed.
- Rooms may be used only during regular library hours (Monday-Thursday, 9 a.m. to 7:45 p.m. Friday and Saturday, 9 a.m. to 4:45 p.m.). Groups must vacate the reserved room at least fifteen (15) minutes before the building closes.
- Adherence to agreed upon times is required to avoid conflict with other scheduled activities.
- No admission fee may be charged for outside programs and meetings.

- No group may reassign their meeting room and time to another group. If the group must cancel, the group must notify the library as soon as possible.
- Tuition for workshops or continuing education classes must be approved in advance by the Library Board of Trustees.

## **Equipment**

- The group is responsible for returning the room to the condition in which they found it. This includes cleaning tables, disposing of trash, and moving chairs to their original positions, if applicable.
- The library does not provide janitorial staff for room set up or clean up. The group will be responsible for any advance preparations, set-up and clean-up.
- If advance preparations are necessary, the group will make arrangements with the Circulation Desk.
- The library does not supply storage space for property and supplies belonging to groups using the meeting room.
- Kitchen facilities are not available. However, light refreshments can be served in the meeting room. Food and beverages may not be taken outside of the room.
- The library staff is not responsible for relaying messages to the group or any members in the meeting.
- The library can provide the following equipment: projector and DVD/VCR player, projector and laptop, projector and own (patron's) equipment, laptop computers (up to 10), tables and chairs, podium.

## **Policies**

- The contact person must be aware of these policies and is responsible for sharing this information with members of the group. Future use may be restricted and/or denied if these rules are violated.
- No smoking, drugs or alcoholic beverages are allowed.
- Meetings that would interfere with the work of the library because of noise, hazardous materials or other factors will not be allowed.
- Group activities are confined to the room reserved.
- Only designated public entrances and exits may be used.
- An adult must be present at all times if the program involves children or minors. One adult is required for every ten (10) children.
- Groups using the meeting room are responsible for reimbursing the library for any damage that may occur to library owned furniture, fixtures, equipment, or the room itself.
- The library is not responsible for the loss or damage of personal property in the library.
- Groups using the meeting rooms may not leave children unsupervised in the main library.