

## MEETING ROOMS 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. Anyone using a meeting room is expected to follow the library's Rules of Conduct policy.

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

1. Galesburg Public Library sponsored programs.
2. Library related meetings.
3. Programs of non-profit or government organizations serving Galesburg residents.
4. Educational, non-commercial meetings or programs hosted by for-profit businesses located within the city of Galesburg
5. Private events for individuals, organizations, or businesses. Individuals must reside in Galesburg or hold a Galesburg Public Library card. Organizations or businesses must be located in Galesburg.

General policies for all rooms

- No admission fee may be charged for outside programs and meetings.
- Tuition for workshops or continuing education classes must be approved in advance by the Library Board of Trustees.
- Activities that advocate the election or defeat of a candidate for public office or which advocate affirmative or negative votes concerning any political proposition are not permitted.
- No tobacco, marijuana, or illegal drugs are allowed in the library. Alcohol may be permitted in the Community Room or F&M Bank Meeting Room. See room policies for details.
- Glitter and confetti are not permitted.
- Meetings that would interfere with the work of the library because of noise, hazardous materials or other factors will not be allowed.
- Event attendees are welcome to visit other public areas of the library and use its resources; however, group activities are confined to the reserved room.
- An adult must be present at all times if the program involves children or minors. One adult is required for every ten children.
- Groups using the meeting rooms may not leave children unsupervised in the main library.
- Groups using meeting rooms are responsible for reimbursing the library for any damage that may occur to library-owned furniture, equipment, or the room itself.
- The library is not responsible for the loss or damage of personal property in the library.
- The library staff is not responsible for relaying messages to the group or any members in the meeting.
- Those who reserve the meeting rooms are responsible for ensuring that the legal attendance capacity of the reserved room is not exceeded.
- The contact person must be aware of these policies and is responsible for sharing this information with members of the group. A violation of these rules may result in the immediate termination of meetings, and future use may be restricted and/or denied.
- Violation of the general policies will result in a group losing the right to reserve and use library meeting rooms.

## **Meeting Rooms**

### **Community Room: First floor**

Available during and outside of library hours, by reservation

Serving kitchen access, food and drink permitted

Seating capacity:

- chairs only: 360
- classroom: 110

Access directly to parking lot

Reservations required

### **F&M Bank Meeting Room: First floor**

Available during and outside of library hours, by reservation

Serving kitchen access as available, food and drink permitted

Seating capacity: 16

Reservations required

### **Group Study Room: Second floor**

Available during library hours

Food not permitted. Drinks with lids allowed

Seating capacity: 16

Reservations encouraged, walk-ins allowed

### **Study Rooms: First and second floor**

Available during library hours

Food not permitted. Drinks with lids allowed

Seating capacity: 2-8

Reservations and walk-ins permitted

### **Skills Lab: First floor**

Available during select hours. See Skills Lab Policies for details

Food not permitted. Drinks with lids allowed

Seating capacity: 24

Reservations and walk-ins permitted based on Skills Lab Policies and Schedule

### **Tech Lab: Second floor**

Available during select hours. See Tech Lab Policies for details

Food not permitted. Drinks with lids allowed

Seating capacity: 10

Reservations and walk-ins permitted based on Tech Lab Policies and Schedule

## Community Room

### Booking Procedures

- To reserve the Community Room, a representative of the group must complete a reservation form at the Circulation Desk or through the online reservation system. The reservation form must be signed by a group representative within seven days of booking the room and at least 24 hours before the event. If the reservation form is not completed and signed within the required timeframe, the reservation will be canceled.
- Nonprofit and government organizations may be able to reserve up to four events at a time. Private and commercial groups may schedule one event at a time.
- Events held during the following hours on days that the library is open may be scheduled up to four months in advance:
  - Monday, Tuesday, Thursday, 9am-7:45 PM
  - Wednesday, Friday, Saturday, 9am-4:45 PM
- Events held during the following hours may be scheduled between one month and twelve months in advance:
  - Monday-Saturday between 8:00 AM and 9:00 AM
  - Monday, Tuesday, Thursday between 8:00 PM and midnight
  - Wednesday, Friday, Saturday between 5:00 PM and midnight
  - Sunday, between 9:00 AM and 8:00 PM
- No events will be scheduled on days that the library is closed for a holiday.
- Rooms will be reserved on a first-come-first-served basis.
- Reservations must include set up and clean up time. Groups will be given access to the room at their scheduled time and must exit the room no later than the end time listed on the reservation. Groups using the room at closing time must exit the room fifteen minutes before the library closes, unless arrangements to use the room after closing have been made.
- The library does not set up for events. The group is responsible for set up including the arrangement of tables and chairs.
- Library staff may be available to assist with the setup of audiovisual equipment. A request for assistance must be made at the time of the reservation. Technology assistance is not guaranteed.
- 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. Groups that do not return the room to its original state may lose future meeting room privileges.

### Fees

- For non-profit and government organizations:
  - No reservation fee will be assessed to use the Community Room during library hours.
  - A reservation fee of \$25 per hour will be assessed to use the room outside of library hours.
- A reservation fee will be assessed to businesses or private parties:
  - A refundable cleaning deposit of \$50 will be assessed for the room reservation. This fee may be waived at the Director's discretion.
  - During open hours: \$25 per hour
  - Outside of open hours: \$50 per hour

- Payment is due before the start of the event.
- If cleaning is needed beyond standard maintenance, an additional fee with a minimum of \$100 will be charged to the signee on the reservation form.

#### Food and beverage

- Food shall be kept in the Community Room and serving kitchen.
- Individuals and groups wishing to serve alcohol must abide by all City of Galesburg ordinances and meet the following requirements:
  - A copy of the Special Event Liquor License (Class G License) must be submitted to the library prior to the event
  - The license holder must list the library as an additional insured on the dram shop insurance liability coverage.
  - Alcoholic beverages cannot be consumed outside of the event area.
- All food and drink items must be removed from the Community Room and serving kitchen at the end of the reserved time.

#### Equipment and amenities

- Serving kitchen
  - The kitchen is equipped with the following appliances:
    - Large commercial refrigerator
    - Microwave
  - A limited supply of utensils or kitchenware are available to event attendees.
  - Utensils, appliances, and the Community Room and kitchen should be cleaned and left in the condition they are found at the beginning of the event, and clean up should take place during the scheduled timeslot.
- Audiovisual:
  - Projector and screen
  - Audio system with ceiling speakers
  - Assisted listening device
- 360 chairs and 55 tables
- Two podiums
- Mobile white board

## **F&M Bank Meeting Room**

### **Booking procedures**

- To reserve the F&M Bank Meeting Room, a representative of the group must complete a reservation form at the Circulation Desk. The reservation form must be signed by a group representative before the reservation can be finalized.
- One event may be scheduled per group or individual at a time.
- Events held during the following hours on days that the library is open may be scheduled up to four months in advance:
  - Monday-Thursday, 9am-7:45pm
  - Friday-Saturday, 9am-4:45pm
- Events held during the following hours may be scheduled between one month and twelve months in advance:
  - Monday-Saturday between 8:00 AM and 9:00 AM
  - Monday-Thursday between 8:00 PM and midnight
  - Friday between 5:00 PM and midnight
  - Saturday between 5:00 PM and midnight
  - Sunday, between 9:00 AM and 8:00 PM
- No events will be scheduled on days that the library is closed for a holiday.
- Rooms will be reserved on a first-come-first-served basis.
- A room reservation form must be completed and signed by the individual or organization representative within seven days of booking the room and at least 24 hours before the event.
- Reservations must include set up and clean up time. Groups will be given access to the room at their scheduled time and must exit the room no later than the end time listed on the reservation. Groups using the room at closing time must exit the room fifteen minutes before the library closes, unless arrangements to use the room after closing have been made.
- The library does not set up for events. The group is responsible for set up including the arrangement of tables and chairs.
- The library can assist with the setup of audiovisual equipment. A request for assistance should be made in advance.
- 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. Groups that do not return the room to its original state may lose future meeting room privileges.

### **Fees**

- For non-profit and government organizations:
  - No reservation fee will be assessed to use the meeting room during library hours.
  - A reservation fee of \$15 per hour will be assessed to use the room outside of library hours.
- A reservation fee will be assessed to businesses or private parties:
  - A refundable cleaning deposit of \$25 will be assessed for the room reservation. This fee may be waived at the Director's discretion.
  - During open hours: \$15 per hour
  - Outside of open hours: \$30 per hour
- Payment is due before the start of the meeting.

- If cleaning is needed beyond standard maintenance, an additional fee with a minimum of \$50 will be charged to the signee on the reservation form.

#### Food and beverage

- Food shall be kept in the F&M Bank Meeting Room.
- Individuals and groups wishing to serve alcohol must abide by all City of Galesburg ordinances and meet the following requirements:
  - A copy of the Special Event Liquor License (Class G License) must be submitted to the library prior to the event
  - The license holder must list the library as an additional insured on the dram shop insurance liability coverage.
  - Alcoholic beverages cannot be consumed outside of the event area.
- All food and drink items must be removed from the F&M Bank Meeting Room and serving kitchen at the end of the reserved time.

#### Equipment and amenities

- Audiovisual:
  - Monitor with speaker
  - Video conferencing system
  - Microphone
  - Assisted listening device
- 16 chairs and 6 tables
- Mobile white board

## **Group Study Room**

### **Booking Procedures**

- To reserve the Group Study Room, a representative of the group must complete a reservation form at the Circulation Desk. The reservation form must be signed by a group representative before the reservation can be finalized.
- One meeting may be scheduled per group or individual at a time.
- Meetings may be scheduled during library hours, and all meetings must end fifteen minutes before the library closes.
- Rooms will be reserved on a first-come-first-served basis.
- Meetings may be scheduled up to one month in advance.
- 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 set up for events. The group is responsible for set up including the arrangement of tables and chairs.
- The library can assist with the setup of audiovisual equipment. A request for assistance should be made in advance.
- Reservations may be made for four hours at a time. If no one is waiting to use the room at the end of the reserved time, the group may extend their stay.
- Walk-ins may be permitted. A room reservation form should still be signed by a group representative.
- Groups and individuals are 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. Anyone who does not return the room to its original state may lose future meeting room privileges.

### **Fees**

- No fees will be charged to groups reserving the Group Study Room.

### **Food and beverage**

- Food is not permitted in the Group Study Room, but drinks with lids are allowed.
- Alcohol is not permitted.

### **Equipment and amenities**

- Audiovisual:
  - Monitor with speaker
  - Video conferencing system
- 16 chairs and 4 tables
- Mobile white board

## Study Rooms

### Booking Procedures

- Two study rooms are available in the children's library and two are available on the second floor. The rooms in the children's library are reserved for individuals or groups with children ages birth to twelve years old. There are no age restrictions for the study rooms on the second floor.
- To reserve a study room, complete a reservation form at the Circulation Desk. The reservation form must be signed before the reservation can be finalized.
- One meeting may be scheduled per group or individual at a time.
- All reservations must be scheduled during library hours and must end fifteen minutes before the library closes.
- Rooms will be reserved on a first-come-first-served basis.
- Rooms may be reserved up to one week in advance.
- 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.
- Reservations may be made for two hours at a time. If no one is waiting to use the room at the end of the reserved time, the group may extend their stay.
- If a study room is not claimed within ten minutes of the reservation time, the reservation will be cancelled.
- Walk-ins may be permitted. A room reservation form should still be signed by a the individual or group using the room.
- Groups and individuals are 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. Anyone who does not return the room to its original state may lose future meeting room privileges.

### Fees

- No fees will be charged to groups reserving the study room.

### Food and beverage

- Food is not permitted in the study rooms, but drinks with lids are allowed.
- Alcohol is not permitted.

### Equipment and amenities

- Children's Study Room 147
  - Two chairs, one table
- Children's Study Room 151
  - Monitor with soundbar and HDMI inputs
  - Four chairs, one table
- Study Room 206/A (Red Room)
  - Monitor with soundbar and HDMI inputs
  - Six chairs, one table
- Study Room 220/B (Green Room)
  - Monitor with soundbar and HDMI inputs
  - Eight chairs, one table



## **Skills Lab and Tech Lab**

### **Booking Procedures**

- Skills Lab and Tech Lab reservations are only available to non-profit or government organizations serving Galesburg residents.
- To reserve a lab, a representative of the group must complete a reservation form at the Circulation Desk. The reservation form must be signed by a group representative before the reservation can be finalized.
- One event may be scheduled per group at a time.
- Meetings must be scheduled during library hours and during lab open hours. See the Skills Lab Schedule or Tech Lab Schedule for details.
- The labs will be reserved on a first-come-first-served basis.
- The labs may be reserved between one month and six months in advance.
- A room reservation form must be completed and signed by the individual or organization representative within seven days of booking the room and at least 24 hours before the event.
- Reservations must include set up and clean up time. Groups will be given access to the room at their scheduled time and must exit the room no later than the end time listed on the reservation. Groups using the room at closing time must exit the room fifteen minutes before the library closes, unless arrangements to use the room after closing have been made.
- The library does not set up for events. The group is responsible for set up including the arrangement of tables and chairs.
- The library can assist with the setup of audiovisual equipment. A request for assistance should be made in advance.
- The group is responsible for returning the lab to the condition in which they found it. This includes cleaning tables, disposing of trash, and moving chairs to their original positions, if applicable. Groups that do not return the room to its original state may lose future meeting room privileges.
- The Skills Lab and Tech Lab contain equipment that requires training. See the Skills Lab Policy and Tech Lab Policy for details. All groups must adhere to safety and training guidelines.

### **Fees**

- No fees will be charged to groups reserving the Skills Lab or Tech Lab.

### **Food and beverage**

- Food is not permitted in the labs, but drinks with lids are allowed.
- Alcohol is not permitted.

### **Equipment and amenities**

- Skills Lab
  - Audiovisual:
    - Monitor with HDMI inputs
    - Ceiling speakers
    - Assisted listening device
  - 24 chairs and 6 tables
  - Sink
  - For an updated list of equipment, see the Skills Lab Policy
- Tech Lab

- Audiovisual
  - Monitor with speaker
  - Video conferencing system
- 10 chairs and 5 tables
- For an updated list of equipment, see the Tech Lab Policy

Adopted August 3, 2023  
Revised February 1, 2024  
Galesburg Public Library  
Board of Trustees