

Moyer District Library Program Room Policy

The Moyer District Library welcomes the use of its Meeting Room. Meetings or programs sponsored by the Moyer District Library will be given priority in the scheduling of the Meeting Room, after which other requests will be considered by the Director in the order in which they are received.

The Library reserves the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the organization. Use of the Meeting Room does not constitute the library's endorsement of viewpoints expressed by participants in the program. No organization meeting at the library shall use the library as its official address or the library's telephone number for the relay of messages of the organization.

FEE

Free of charge to any educational, cultural, civic, and charitable organization. Verbal or written explanation of proposed use may be required. Religious, money raising, social, political and commercial purposes will pay \$25 per hour or \$100 for 4 hours.

DEPOSIT (for all rentals): \$25.00

POLICIES

- Individual/groups using the Library Meeting Room may not discriminate on the bases of race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting.

- Meetings or programs which in the opinion of the Library Director are inappropriate to a library because of noise or other factors will not be permitted. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal or orderly manner.

- Smoking and alcoholic beverages are not allowed in the Meeting Room and any area of the library or its property.

- Any damage to the premises or library furnishings as a result of the meeting will be paid by the group. User agrees to pay for any special maintenance required and all damages done to the Meeting Room during the meeting. User also agrees to pay for all damage done to the Library premises as a result of the meeting.

- The group is responsible for setting up chairs and tables for its members and putting them away when the meeting is finished.

- In the event of a Library building emergency or weather-related emergency, meetings may be canceled.

--Food/refreshments may be served in the Meeting Room. All food/refreshments must remain in the Meeting Room. Individuals/groups using the room must provide all supplies for food/refreshments and clean-up.

--The library does not provide storage space for property or supplies of groups or organizations using the Meeting Room. The library assumes no responsibility for private property brought into the building.

--The group is responsible for supervision of all children who may accompany its members. Children 7 years of age and under must remain with the group or be supervised by an adult who remains with them. Groups younger than 18 years old must have adult supervision who assumes responsibility for the groups' activities and for the care of property and facilities.

--No signs, posters, or announcements may be placed anywhere in the building without the express permission of the Library Director.

--The organization agrees to indemnify and hold the library harmless from any and all claims, suits, damage costs, losses, and expenses in any manner resulting from or arising out of the organization's use of the room. The library reserves the right to require a certificate of insurance.

--The group must comply with the Americans with Disabilities Act and is responsible for providing qualified interpreters or auxiliary aids upon request.

--The Meeting Room must be cleaned of all litter and left as it was found as the meeting ends. If the room is not cleaned to the Library Director's satisfaction, the deposit will be forfeited.

--Garbage must be disposed of in the outside trash receptacle.

--No more than 80 people shall use the meeting room at one time.

--Organizations are responsible for notifying the library of cancellations. If an organization fails to appear for its scheduled meeting, it forfeits the deposit paid at the time of the reservation.

--The contact person for each organization is responsible for ensuring that each member of his or her group is aware of and abides by these regulations.

--Future use of the Meeting Room may be restricted or denied for any violation of these rules.

--User agrees to pay for any security measures that the Library determines are reasonably required in connection with any meeting proposed by the user. At least 48 hours prior to the meeting, user shall deposit such funds with the library, as the library reasonably

deems necessary in light of the relevant circumstances, to cover the cost of such security measures.

PARKING PLACES

There are 30 parking places and 2 handicapped places in the Moyer District Library parking lot. If you rent the meeting room when the library is open, please remember we have older patrons that use the library. Additional parking is available across the street at WGCY.

FREQUENCY OF USE

It is the discretion of the Library Director to determine the frequency of any groups use of the Meeting Room.

RESERVATIONS

Requests for use of the Meeting Room may be made by completing a **Request for Use of the Meeting Room** form. Reservations must be made at least one week in advance to the Library Director during normal business hours Monday-Friday. A deposit of \$25.00 and rental fee should accompany the form. Separate payments for each must be provided at the time of the reservations. Requests will be honored on a first-come, first-served basis.

REVIEW PROCESS

User may appeal any decision of the Library Director under the Meeting Room Policy to the Board of Trustees.

The user has the right to appeal by requesting a hearing before the Board of Trustees of the library provided such a hearing is requested by written notice address to "Board of Trustees, Moyer District Library, 618 S. Sangamon Ave., Gibson City, IL 60936." Such appeal shall be written within 10 days of the decision of the Library Director.