

## Sycamore Public Library Meeting Room Policy

The primary purpose of the Library's meeting rooms is to provide facilities for Library activities and functions. When the rooms are not needed for Library use, the Library welcomes public use of the meeting rooms in keeping with our vision to be the heart of a vibrant community where people come together to explore, experience, and learn. All people or groups using the meeting rooms are required to pay a room rental fee in accordance with their status, as listed below:

Level	Organization Type	Fee
1	<ul style="list-style-type: none"> <li>• 501©(3) registered non-profits</li> <li>• Governmental tax-supported agencies</li> </ul>	\$20 per use
2	<ul style="list-style-type: none"> <li>• Educational, cultural, civic, recreational organizations</li> <li>• Other community organizations and/or members</li> </ul>	\$30 per use

### ENDORSEMENT

The library is not responsible for the content of the meetings held at their facility. Use of the meeting rooms does not constitute library endorsement of the philosophies, practices, or viewpoints of the meeting participants. The library's phone number must not be listed on any publicity materials and staff must not be expected to answer any questions about meetings held in our rooms. In addition, the following disclaimer must be included in all written or electronic publicity materials:

*"The Sycamore Public Library provides meeting space as a community service. The library neither sponsors nor endorses this event nor the presenting individual(s) or organization(s)."*

### ROOMS & EQUIPMENT

#### Meeting Room 1

Max capacity

34 (Chairs only)

16 (Tables/Chairs)

Equipment Available

- Sink
- Small refrigerator
- Folding tables & chairs
- Ceiling-mounted projection screen
- Portable projector
- Laptop

#### Meeting Room 2

Max capacity

57 (Chairs only)

27 (Tables/Chairs)

Equipment Available

- Folding tables & chairs
- Portable projection screen
- Portable projector
- Laptop

#### Meeting Room 3

Max capacity

30 (Chairs only)

14 (Tables/Chairs)

Equipment Available

- Conference table w/10 cushioned armchairs
- Portable projector
- Laptop

## **RESERVATIONS**

1. Any person or group wishing to use a meeting room must complete a meeting room application no more than 3 months in advance of their requested meeting date.
2. Completion of the application signifies acceptance of the terms of the Meeting Room Policy and the Patron Rights and Responsibilities Policy.
3. The meeting room fee must be paid before the room will be reserved (cash, check, and credit card are accepted).
4. Rooms may be reserved up to two times per month.
5. A Meeting Room Waiver is required for each reservation. The signer must be 18 or older and willing to assume responsibility for any fees or damages.

## **GENERAL RULES**

1. Meeting rooms are available for use during the following hours:  
*Monday through Thursday – 9:00am to 7:45pm*  
*Friday- 9:00am to 5:45pm*  
*Saturday – 9:00am to 4:45 pm*  
*Sunday - 1:00 pm to 4:45 pm*  
**Note:** Exceptions may be granted at the discretion of the Executive Director.
2. People or groups using the meeting rooms may not deny access on the basis of race, religion, sex, physical ability, or mental ability.
3. Meeting room use is subject to all other library policies and regulations, including the Patron Rights and Responsibilities Policy.
4. No admission fees may be charged or donations collected for programs.
5. Direct solicitation or sales of goods or services is prohibited.
6. People or groups wishing to exhibit, perform, duplicate, or distribute any copyrighted work in the library (print or non-print) must secure a license or permission to do so.

## **ROOM ETIQUETTE**

- 1) All meetings must be open to the public and library staff must be permitted to enter meeting rooms at any time.
- 2) Activities taking place in the meeting rooms must be contained within the rooms and must not create safety hazards nor interfere with normal library operations.
- 3) People or groups using the rooms are responsible for their set up and clean-up. If assistance is required with the library's equipment, it must be indicated on the Meeting Room Application form.
- 4) Serving alcohol is prohibited. Any request for exemption must be approved by the Executive Director and a special occasion permit (liquor license) must be obtained.

## **PARKING**

Meeting attendees must park in the County lot on the east side of Locust Street unless a handicap space is required.

## **CANCELLATION POLICY**

Cancellations must be made at least 24 hours in advance to receive a full refund. In the event of an emergency or weather-related closing, the library reserves the right to cancel any scheduled meetings. If this should happen, the meeting room fee will be refunded to any affected people or groups.