

## Meeting Room Policy

### PURPOSE

In keeping with the Library's mission to offer a welcoming place for community interactions, Mt. Zion District Library's Meeting Room is available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes.

### POLICY

**Library programming has first priority in room use.** Room bookings are subject to cancellation with two weeks notice if the rooms are needed for library programming.

Rooms are available only during regular Library hours to individuals, and 501(c) not-for-profit groups. To ensure Library staff have adequate time to prepare for scheduled activities and program, individuals and groups must adhere to their scheduled exit times. Failure to leave at the scheduled exit time may result in the individual or group being denied use of rooms in the future.

There is a fee charged for use of the large Meeting Room. The fee is waived for 501(c) non-profit groups based in the Mt. Zion Library District. 501(c) groups must present a copy of their current not-for-profit status. Fees are to be paid at the time of reservation and are refundable if the individual or group does not use the room(s).

Fee for use per room

1-4 hours                      \$50.00

Additional hours            \$10.00 per hour after the first 4 hours

Meeting rooms must be left clean and orderly with furniture returned to its original position/location, i.e. tables and chairs returned to storage area, surfaces cleaned, floors clean, equipment and supplies brought in by the individual or group removed. Failure to do so may result in denial of use in the future.

No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees.

Meeting Rooms may not be used for:

- non-library programs involving the sale, advertising or promotion of products or services.
- for religious services or political rallies, caucuses or campaigns for specific partisan political issues (however, religious study groups and public forums are permitted).
- programs which would interfere with the library's operation by causing excessive noise, a safety hazard or security risk.

The Library allows the use of library equipment with at least 48-hour advance notice, but does not guarantee compatibility.

The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting here. The Library Board and staff do not assume any liability for groups or individuals attending a meeting here. Individuals and groups must remove supplies and equipment at the end of the meeting time; the Library is not to be used for storage of supplies or equipment.

Users must provide adequate supervisors and chaperones to ensure that the event is controlled. Children must be supervised at all times.

Users agree to abide by all regulations of the Library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear. The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Refreshments may be served, but must be removed at the end of the meeting. Alcohol in any form is prohibited.

Rooms must be reserved in advance by contacting the Library. Rooms may be reserved no more than 60 days in advance. The Library has the right to limit the number of meetings held by any organization in order to make space available to as many groups as possible and to ensure that the use of the Meeting Rooms does not become unreasonably ongoing or exclusive.

## **DISCLAIMERS**

Use of the library meeting rooms does not imply endorsement by the library staff or Trustees of the viewpoints presented.

All organizations/individuals using the Mt. Zion District Library meeting rooms will maintain compliance with Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.

The Library Board/Director/Staff reserve the right to refuse use of the rooms as deemed necessary according to this policy.

All Library visitors are required to follow the Library mask and safety policies that are in place at the time of the event. There are no exceptions. Please check with staff to confirm current policies before your event as it is subject to change in accordance with Federal, State and local health guidelines.

Approved by Library Board May 12, 2015

Reviewed and approved October 13, 2020

Reviewed and approved April 12, 2022

**Mt. Zion District Library  
Meeting Room Use Application**

Date of Event: \_\_\_\_\_

Time Requested: From \_\_\_\_\_ To \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Event: \_\_\_\_\_

501(c) Status: \_\_\_\_\_ Yes (Must provide copy of current not-for-profit status)  
\_\_\_\_\_ No (Will be charged \$50 service fee)

Expected Attendance: \_\_\_\_\_

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I have read and understand the Meeting Room Policy attached to this form. I also declare that I/the organization agrees to return the Library facilities used to clean and orderly conditions at the end of the activity, and to pay the cost for repair of any damage to Library property incurred in connection with the meeting. I/the organization understand that the Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending and event here. The Library Board and Staff do not assume any liability for groups or individuals attending an event here.

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Signature of Applicant

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Date

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

\$50 Service Fee: Paid in Full \_\_\_\_\_ Due \_\_\_\_\_ Waived: \_\_\_\_\_