

## Policy #3 MORTON PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

The Morton Public Library District offers meeting rooms for cultural, educational, or civic purposes. Use of rooms is subject to the following conditions:

PRIORITY FOR USE OF THE MEETING ROOMS WILL BE GIVEN IN THE FOLLOWING ORDER:

1. Morton Public Library District sponsored programs and library related meetings or programs.
2. Educational, cultural, or civic meetings, or programs of organizations within the district.
3. Meetings of government bodies, local, state, national.
4. Other meetings which, in the assessment of the Library Director are appropriate to the library.
5. The following are EXCLUDED: Social events, meetings involving sales or selling. However, at the discretion of the Library Director, the sale of books and other items by authors or artists as part of a library program will be permissible.

### BOOKING PROCEDURES

- To reserve a meeting room, a representative of the group must complete a reservation form at least **7 days** in advance of the program date. Community groups may use a meeting room for monthly meetings and may book meetings on a quarterly basis. Use of a room for weekly meetings requires the approval of the Library Director.
- All meetings must be **open** to staff, public, and the press.
- **No admission fee** may be charged. Fees for continuing education classes must be approved in advance by the Library Director.
- Use of the library for the purpose of fundraising or any commercial business purposes is not allowed.
- Meetings must **begin during regular library hours** and must end by 8:00PM. There is no charge for use by local, non-profit organizations.
- Morton businesses may use the meeting room for non-commercial purposes, such as training.
- Three study rooms are available for groups of 2-5 people to meet for educational or informational purposes without disturbing those around them. A single individual may also use a study room. Study rooms are generally available on a first come, first serve basis.
- All bookings must be approved by the Library Director or Office Manager. Anyone wishing to appeal a decision about room use must make the appeal in writing to the Library Board, and give it to the Director for inclusion on the agenda of the next regularly scheduled Board meeting.

## EQUIPMENT

- **Users must set up and take down tables, chairs**, etc. The library has no custodial staff available to do this. The group will be responsible for any advance preparations and for leaving the room in order after use. The library does not supply storage space for property or supplies belonging to groups using the meeting room.
- A wall mounted TV with an HDMI cable is available for use in the library meeting rooms. Groups need to supply their own laptop.
- Reuling Room: Fifty stacking chairs and six folding tables are available.
- Board Room: 8 executive chairs and one conference table are available. Extra chairs are available for perimeter of room. Room holds 10-15 comfortably.
- Kitchen facilities are available for use. The library will supply a coffeepot and water. The group is responsible for all other supplies. **Food service** must be approved by the Director or Office Manager.

## POLICIES

- Meeting rooms shall not be used in any way that materially interferes with the operation of the library or which causes a threat to the safety of library property or its patrons.
- Groups using a meeting room should not leave children unsupervised in the library.
- The library does not endorse the viewpoints of any group using meeting rooms.
- Any groups announcing or advertising meetings held at the library must include the statement: *The library does not endorse the viewpoints of any group using meeting rooms.*
- Smoking and alcoholic beverages are not allowed in the library building.
- 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 building itself.
- The library cannot be responsible for loss or damage to property of meeting room users.
- Use of meeting rooms may be restricted or denied for any violation of these rules.
- The library reserves the right to assign meetings to the Reuling Room or the Board Room.

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Revised 10/13/15

Revised 4/10/18

Revised 9/18/19

Revised 4/12/23

MORTON PUBLIC LIBRARY DISTRICT  
RESERVATION FORM FOR MEETING ROOM

DATE: \_\_\_\_\_

Meeting date: \_\_\_\_\_ Time begins: \_\_\_\_\_ Time ends: \_\_\_\_\_

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

Name of Speaker \_\_\_\_\_

Title of Program: \_\_\_\_\_

Contents of Program: \_\_\_\_\_

Number expected to attend: \_\_\_\_\_

Kitchen to be used? \_\_\_\_\_ Food to be served? \_\_\_\_\_

Equipment needs (tables, projector, etc.) \_\_\_\_\_

Will fees be charged? \_\_\_\_\_ Will anything be offered for sale? \_\_\_\_\_

Room assignment:

Reuling Room \_\_\_\_\_ Board Room \_\_\_\_\_

I have read the Meeting Room Use Policy and our organization will adhere to all rules stated, including setting up and tearing down any tables and chairs that were used. *All flyers or promotional materials will include the statement "The library does not endorse the viewpoints of any group using meeting rooms"*

\_\_\_\_\_  
Person Responsible

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email