

# ZION-BENTON PUBLIC LIBRARY

## USE OF FACILITIES POLICY

The Board of Trustees of the Zion-Benton Public Library District (ZB Library) has adopted this policy to fairly allocate meeting room space among the many non-profit community organizations, groups, and governmental agencies that wish to use the ZB Library's facilities. The use of a Library meeting room is a privilege, not a right, and is subject to the sole and exclusive discretion of the ZB Library. Accordingly, ZB Library reserves the right to deny the use of any meeting room to any organization.

### **Spaces Available**

- Community bulletin boards
- Group study rooms.
- Meeting rooms
- Community Tables

### **Types of Meetings**

**Priority for Meeting Room Use** will be assigned in the following manner:

1. ZB Library sponsored programs and meetings
2. Meetings and programs of organizations affiliated with the ZB Library;
3. Non-profit educational, civic, or cultural programs and meetings of the Zion and Benton Township organizations; and
4. Community organization programs that are not necessarily cultural or educational in nature.

### **Endorsements**

In allowing the public use of the meeting rooms, neither ZB Library or its Board of Trustees endorses any position expressed by any group using the room.

### **Restrictions**

#### **Charges and Membership**

All meetings must be free of charge and open to the ~~general~~ public, regardless of whether or not someone wishing to attend is a member of the sponsoring organization or group. Non-members may be informed of the nature of the meeting but may not be excluded if they wish to remain. No admission fees, attendance fees, registration fees, etc., may be collected.

#### **Refreshments**

Light refreshments (non-alcoholic beverages, cookies, cake, or snacks) may be served. Organizations must provide ~~its own~~ serving utensils.

#### **Private Parties**

Meeting rooms use as a venue for private parties, receptions, or meetings of a strictly social nature, e.g., family reunions, weddings, and home-show parties, is not allowed.

#### **Compliance with the Law**

The meeting rooms may not be used for any activity that is in violation of local, state, or federal, ordinances or laws, including copyright or public performance laws.

#### **Disruptive Meetings**

Meetings which would interfere with the normal ZB Library activities and work because of noise and/or other factors will not be permitted.

# ZION-BENTON PUBLIC LIBRARY

## USE OF FACILITIES POLICY

### **Staff Assistance**

ZB Library Staff will provide basic set up for programs, events, and displays. Each organization is responsible for providing room set up details to staff in advance of the event date. If no set up is received in advance, it will be the responsibility of the reserving groups representative to setup the room. Organizations may request the use of limited Library equipment at the time of reservation. Staff cannot provide assistance with privately owned equipment.

### **Meeting Publicity**

ZB Library does not publicize non-library-related events. Any publicity the reserving group distributes may not imply that the Library is connected to the meeting in any manner except for providing the space. Publicity must have the phone number of the group's contact person.

### **Room Reassignment**

ZB Library is solely responsible for the assignment of the meeting rooms for public use. In the event that a meeting must be cancelled or rescheduled, no group may reassign the room.

### **Mailing Address**

Organizations meeting at ZB Library may not use the ZB Library as a mailing address.

### **Items left at the Library**

ZB Library is not responsible for items owned by community groups or agencies and left in ZB Library, nor can ZB Library provide storage for items.

### **Smoking and Alcohol Use**

According to ZB Library Policy, smoking (including e-cigarettes) is not permitted in the meeting rooms or anywhere else on ZB Library grounds. Use of alcohol in the meeting rooms or anywhere else at ZB Library is also strictly prohibited. Serving edibles infused with CBD or other drugs is also prohibited.

### **Indemnification**

For and in consideration of the use of the meeting room and ZB Library facilities, any person or group using them agrees to indemnify and hold harmless ZB Library from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse ZB Library for any and all costs for repair of all damage as may be caused directly or indirectly to the room and/or facilities by such use. If any organization refuses to pay for the damage, the matter will be referred to the ZB Library attorney for legal action.

### **Meeting Room Use**

#### **Meeting Rooms Available for Public Use**

ZB Library has one large meeting room which can be divided into two (2) separate rooms, Meeting Room A and Meeting Room B, which are available for use by cultural, educational, civic, and other non-profit organizations in the community. Organizations applying for use of any meeting room must adhere to the guidelines and regulations in this policy.

#### **Meeting Room Equipment and Capabilities**

ZB Library provides limited equipment such as projectors, microphones, portable projection screens, laptops, extensions cords, wifi, easels, and flip charts. Equipment can be requested when reserving a

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room. Groups desiring to bring their equipment into the Library meeting rooms may do so. Library staff cannot provide assistance with privately owned equipment.

### **Hours of Meeting Room Availability**

Meetings may be scheduled on Monday through Thursday between 9:30 a.m. and 8:30 p.m., on Saturdays between 9:30 a.m. and 4:30 p.m., on Sunday between 1:30 p.m. and 4:30 p.m. No access to the meeting room is possible outside of the hours that ZB Library is regularly scheduled to be open.

Meetings must be concluded and cleanup completed by the end of the time for which the meeting room was reserved. When scheduling a room, time for setup and cleanup must be included in the reserved time period. No organization will be allowed to remain in the Library after closing times.

### **Study Room Use**

Two small group meeting rooms are available for reservation and use by groups of six or less.

### **Community Table**

A table with two chairs may be reserved for no more than four hours per instance. The table will be located in the lobby. Use of this venue does not include disruption of library service or solicitation of library visitors. The venue provides an opportunity for conversation and engagement with those who stop by.

### **Fees for Use**

ZB Library does not charge organizations for the use of the facilities, provided the organizations comply with all restrictions. Any organization that violates any part of this policy may lose its room use privilege.