

Morrison-Talbott Library Community Meeting Room Policy

(includes Main Building and Col. Morrison Home)

Purpose:

Public libraries have traditionally provided free meeting space for the members of their communities to encourage free expression and free access to ideas presenting all points of view on subjects of all kinds. The Morrison-Talbott Library (MTL) supports this concept and endorses the American Library Association Bill of Rights which states:

"Libraries which maintain meeting room, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

Morrison-Talbott Library meeting rooms are intended primarily for Library meetings, programs, exhibits and events. When not needed for these purposes, the rooms are available free of charge to non-profit groups and charitable organizations. Permission to use Library meeting rooms is revocable and does not constitute a lease, and, further, does not imply the Library endorses the aims, policies, views or activities of the group or organization using the room. Anyone using a Library meeting room must abide by the terms of this policy and the Library's Conduct Policy.

Reservations

- Meeting spaces may be reserved by individuals who are 18 years of age or older. An adult 18 years of age or older must be present for the duration of each meeting.
- Meeting rooms are only available during the Library's open hours. Meetings must be finished in sufficient time to vacate the building by the time the Library is scheduled to close for the day. Exceptions may be made with advance permission by Library Administration.
- Application for the use of Library meeting rooms does not guarantee approval. Applications will be reviewed on a first-come, first-served basis and in accordance with this policy. Confirmation or denial of applications for reservations will be made in writing.
- Use of Library meeting rooms must not disrupt the orderly conduct of the Library, its programs or activities, or endanger Library employees, customers or property. Meetings may not conflict with Library programs; in the event of such a conflict, Library programs will receive priority. THE LIBRARY RESERVES THE RIGHT TO CANCEL ANY MEETING ROOM RESERVATION AT ANY TIME FOR ANY REASON. CANCELLED MEETINGS WILL BE RESCHEDULED WHENEVER POSSIBLE.
- Meeting rooms may be reserved a maximum of 90 days in advance. If a group needs to cancel a meeting, notice should be provided to the Library as soon as possible.

- All meetings are open to the public and free of charge. The Library reserves the right to attend any meeting held in its facilities (except lawful executive sessions of governmental bodies.) The Library requires that groups using Library meeting rooms do not discriminate on the basis of disability.
- Meeting room use may not result in financial gain for the meeting's organization or its members. Financial transactions may not take place on library property. Exceptions may be made for library sponsored programs or events. **Solicitation and the selling of products or services are strictly prohibited.**
- Under the approval of library staff, individuals may use Library meeting rooms on a walk-in basis if not already reserved for that time. Individuals may use rooms for study and/or meeting purposes at no cost.
- Groups may not imply Library sponsorship of their meeting, program or organization, either through publicity, signage or verbal statements. Contact information for the meeting must be that of the organization hosting the meeting.
- Meetings organized by campaign committees or groups designed specifically to promote or oppose candidates or ballot issues are not permitted. Meetings at which candidates will discuss current election issues are permitted provided the meeting is hosted by a non-partisan, non-profit organization and that all candidates for the same office have been invited. Meetings held by elected officials to gather community input or communicate with their constituents are permitted.
- Discussion groups studying religious topics are permitted. Worship services are prohibited.
- Gambling and other illegal activities are not allowed.
- Meeting room reservations may not be transferred.

Use and Responsibility

- Groups must comply with the room capacity as set by Library Administration.
- Under most circumstances, a group may not reserve a meeting room more than one time per month. The Library will determine any exceptions based on availability.
- The Library assumes no responsibility for any items left on Library premises. Equipment and supplies may be stored on Library property at the discretion of Library Administration.
- Refreshments may only be served with advance, written permission from the Library. Food may not be prepared on Library property. Groups are responsible for providing their own supplies and for all clean-up. No alcoholic beverages are permitted on Library property.
- Organizations using Library-owned equipment and facilities shall assume financial responsibility to reimburse the Library for the repair of damaged equipment, repair of damage to the building interior or the replacement of missing equipment. Certain pieces of equipment are not available for public use.

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- Groups are expected to conduct their proceedings in a quiet, orderly manner. Groups are responsible for reasonable care of the room and will be held responsible for any damage and the general condition of the meeting room following use.
- Tables and chairs may be supplied by the Library. The set-up and take-down of tables and chairs are the responsibility of the group and must be accounted for within reserved time. At the end of a meeting, the room must be left in the same condition it was found.
- In the event of a Library or weather-related emergency, the Library reserves the right to cancel the meeting without notifying the contact person.
- Library staff will refer all questions regarding the organization or group, other than day and time of meeting, to the contact person(s) named on the meeting room application.
- Use of the meeting room may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to Library facilities, materials, furnishing or other individuals.
- Failure to observe these rules may result in the denial for all future use of Library meeting rooms by the group, organization or individuals.
- Individuals, groups and organizations using Library meeting rooms agree to indemnify and hold harmless the Library, its Board of Trustees, staff and agents, from and against any and all liabilities, losses, damages, costs and expenses of any kind which may be suffered by, incurred by or threatened against the Library, the Board of Trustees or any of its staff or other agent on account of or resulting from injury, or claim or injury, to person or property arising out of the organization's use of the Library, including but not limited to damaged equipment and fixtures, and any and all structural interior or exterior damage to the Library.

Col. Morrison Home

The historic Col. Morrison Home may be made available on an as-needed basis for adult-only civic organizations. Only the first-floor rooms of the home are available; cellar, second and third floors are strictly off-limits to the public. Persons entering restricted areas will be banned from further use of library meeting spaces.

Private Rental Space

At the discretion of library trustees and administration, if library meeting spaces are not reserved for library operations or for non-profit or civic organizational meetings, meeting spaces may be made available for a fee for private events held by individuals. All procedures and regulations apply to private events. In addition:

- The name, address, or telephone number of the Morrison-Talbott Library may not be used as the address or headquarters for any group or individual using the Library for meeting purposes.
- The Library is not responsible for promoting or publicizing events hosted by outside groups in the Library's meeting room. Organizations are solely responsible for promoting their events. All advertising for outside groups' events using the meeting rooms must be approved by Morrison-Talbott Library.
- The following statement must be placed on all publicity that is distributed for programs booked in the Library's meeting rooms: **"This program is neither sponsored nor endorsed by the Morrison-Talbott Library. The Library is not responsible for the information presented in this program."**
- Meetings or events of a primarily commercial nature are not permitted.

Room and Fees

Space	Capacity (max)	Non-Profits	Private
Dodge Meeting Room	100	no fee	\$50/hour
Small Meeting Room	40	no fee	\$30/hour
Study Room	12	no fee	\$15/hour

- At this time, the Col. Morrison Home is not yet available for private events.

The Morrison-Talbott Library Board of Trustees is the final authority in granting or refusing permission for the use of Library meeting facilities.

ALL GROUPS MUST REPORT ATTENDANCE FIGURES TO THE CIRCULATION DESK.

The Library is required by Illinois state law to submit attendance statistics annually.