

Meeting/Conference Room Policy
(2nd Floor Conference Room)*Effective Date: 07/07**Reviewed and Revised: 03/19***Page 1 of 3****Policy No: 2.8 (B)**

2nd Floor Conference Room**Policy**

The Ela Area Public Library has rooms available on a reservation basis for meetings and programs. The primary purpose of these rooms is to provide a space for Library-sponsored programs and meetings. When the rooms are not being used by the Library or Library-affiliated groups, they will be available for use by community groups, organizations, and businesses. The following procedures apply to all non-Library sponsored meetings and programs.

2nd Floor Conference Room
ROOM USAGE RESTRICTIONS

Meeting room space is available for educational, cultural, intellectual, business, and governmental meetings, forums, presentations, and similar activities. The following restrictions apply:

- Permission to use the meeting or conference room(s) does not in any way constitute an endorsement of the groups' policies and/or beliefs. Meetings, programs or events may not disrupt Library users or staff. The Library reserves the right to terminate meetings, programs and events that disrupt or interfere with normal Library operations.
- Meetings must be open to the public and free of charge. Nothing can be sold, and no donations can be taken at meetings.
- Meeting rooms may not be used for social gatherings such as showers, birthday parties, reunions, receptions, etc.
- Meeting Rooms may not be used for meetings, programs or events (including, but not limited to, workshops and seminars) involving the sale, advertising, solicitation or promotion of commercial products or services in connection with the meeting. Educational programs presented by credentialed professionals are permitted only when officially sponsored as a Library program. Application to present an educational program may be made to Library programmers.

ACCESSIBILITY

As required by the Americans with Disabilities Act, all special accommodations requested will be provided by the sponsoring group/organization, not the Ela Area Public Library.

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**2nd Floor Conference Room
GENERAL USE GUIDELINES**

Reservations must be made in advance by phone or in-person by an adult member of the group, 18 years of age or older, who has a valid Ela Area Public Library card or is a member of the Lake Zurich Area Chamber of Commerce. The person submitting the application shall be the contact person, unless specified otherwise, and must be present during the scheduled meeting. The contact person is the only person authorized to make changes in room arrangements. Groups for youth under 18 years of age must have adult supervision during use of the room.

The group accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear. A charge will be assessed for any special cleaning or repairs made necessary by a groups' use of the space. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed. The group contact person will be responsible for any charge incurred by the group.

Rooms are reserved on a first-come, first-served basis, upon receipt of the completed application and payment, if applicable. The Library should be notified if a cancellation becomes necessary. Failure to cancel 24 hours in advance of the meeting may result in reservations being denied in the future and will result in loss of payment, if applicable. The only person authorized to cancel a meeting is the contact specified on the application. Groups may not reassign use of the room.

Meetings are to be scheduled during regular Library hours. All meetings must end at least 15 minutes prior to Library closing time. Groups can be scheduled to meet no more than twice a month. The meeting room may only be reserved up to four months in advance.

Advertisements for meetings held in the Library do not imply Library sponsorship. All press releases, promotional materials and other forms of publicity produced by the booking organization must contain the following statement: "This is not a Library-sponsored program." Failure to include this statement may result in cancellation of the reservation with no refund. No organization may use the Library as its official address.

Groups using the facility may not post signs inside or outside the Library or give materials to patrons inside the Library.

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2nd FLOOR CONFERENCE ROOM

Room capacity is 1-14 people.

FEES & USAGE

All groups using the Conference Room must pay a \$15 usage fee. The number of people using the room may not exceed 14. Groups are responsible for configuring the furniture in the room. No food is allowed.

Behavior in this room must be consistent with the Library's Behavior Guidelines.