



PUBLIC USE OF THE LIBRARY MEETING ROOMS Revised MATTOON PUBLIC LIBRARY

Basic Policy Governing Public Use

The Mattoon Public Library meeting rooms are intended primarily for educational use, including programs, meetings, and other activities. Use of the rooms is prioritized to non-profit events held by community groups or businesses. While using the rooms, groups may not charge admission.

The meeting rooms are not available for meetings which may be disruptive, or present a clear and present danger to the welfare of participants, attendees, library staff and patrons, and the general public; or where activity would materially interfere with the function of the library.

When the rooms are not in use by the library or the City of Mattoon, they may be used with a minimal charge (\$25 for the Conference Room and \$35 for the Community Room) by community groups, subject to the restrictions in this section.

Times Available

The meeting rooms are available for rent during the standard operating hours of the library. Groups needing the meeting room before or after hours will need special permission from the Director of the library before meetings can be scheduled. When groups meet during hours other than normal operating hours outside doors are to be locked after the normal close of business – groups must appoint a door-keeper if people are to be let in after-hours. Should a violation of this policy occur, the library reserves the right to deny future reservations from the group.

Groups will be allowed into the meeting rooms 30 Minutes (or an hour if requested) before the scheduled meeting time to set up for meeting.

Reservations

Advanced reservations are essential. Events may be scheduled by walk-in, phone, or email. Events are entered into the calendar but are not considered permanent until the rental fee is paid. Events may be bumped or moved if another group requests the room and pays the rental fee first.

Groups may reserve the rooms for up to 12 times a year. Meetings may be scheduled for up to six months in advance. The Library will attempt to give groups with regularly scheduled meetings the same night of the month.

Use of Facilities/Equipment

Set up and take down for groups must be done by the group. Groups must clean up any spills before leaving the building. A note must be left on the floor near the spill stating what was spilled (such as coffee, kool-aid, etc.) Groups shall be billed for the cost of cleaning any spills that require professional cleaning.

Should any damage occur groups may be billed for the damage. If damage occurs during the rental of a room, the library reserves the right to deny future reservations from the group.

The Kinzel Conference Room has one large table and twelve chairs. The Community Room has fifteen tables and eighty chairs. Groups needing more seating are responsible for providing additional chairs. Additional chairs and tables will not be stored at the library longer than necessary.

The library has limited AV equipment available for public use. Items available are:

- Overhead Projector
- White screen
- Podium with microphone and speaker
- White board (Kinzel room only)

Groups that require AV equipment may bring their own. While the Mattoon Public Library is wired for Wi-Fi it is suggested the groups needing an internet connection bring an Ethernet cable and plug into the internet system at one of the many ports in the meeting rooms.

Groups arriving for their scheduled meeting should have at least one person check-in at the main desk. A staff member will accompany the group down stairs to unlock the meeting room and the bathrooms. When groups are done, the door stops for the bathrooms must be returned to the main desk of the library.

Prohibited Actions

Use of tobacco or alcohol in any form is strictly prohibited in all areas of the library, including the meeting rooms, foyer and washrooms. Failure to adhere to this policy will result in the loss of use of meeting rooms in the future.

Groups using library facilities must comply with the American With Disabilities Act and are responsible for providing qualified interpreters or having auxiliary aids available upon request.

Telephone Calls And Messages

During library hours, users of the rooms will be paged only in cases of genuine emergency. Staff members are specifically instructed to inquire as to the nature of the emergency before paging a person attending a meeting.

Children

If group members plan to bring their children to the Library they are responsible for planning supervision of their children during their meeting. All Library rules pertaining to unsupervised children apply to the children of people using the rooms.

Cancellation of Reservations and Enforcement of Policies

The staff of the library is authorized to monitor the use of the meeting rooms and to enforce all policies concerning their use.

Since there are not enough nights in the month to provide for all groups that wish to use the meeting rooms, the library reserves the right to move groups with extremely small attendance from the Community Room to the Conference Room or the 1903 Room or to less popular times, or to ask them to find alternative meeting sites.

The library reserves the right to cancel prior reservations when the rooms are needed for library or City of Mattoon purposes. Cancellations will be made at least six weeks prior to the scheduled date.

Depending on circumstances, groups that make reservations but fail to show up, that cancel the day of the reservation, that do not clean up after themselves, that are unacceptably noisy or destructive, or otherwise do not follow these policies may, at the discretion of the Director with the approval of the Library Board, be warned concerning future behavior or be asked to leave, or barred from future use of the rooms.