



COMMUNITY ROOM RENTAL POLICY

POLICY STATEMENT:

The Rock Island Public Library Board authorizes the library director and, under his or her direction, other staff members to allow community groups and organizations to use the Library’s Community Meeting Rooms.

PROCEDURES:

- Before occupying the rooms, a group representative must fill out an *Application for Use of Meeting Room* and obtain approval for use from the Business Office.
- At the time of event reservation, payment arrangements must be made.
- All reservations will receive a copy of the *Community Room Rental Policy*.

COMMUNITY ROOM REGULATIONS:

Reservations must be made with the Business Office Monday through Friday between the hours of 9:00am - 4:45pm.

The Library’s Community Rooms are available for nonprofit events during scheduled and open Library hours. All events must conclude 30 minutes prior to closing. Any publicity involving the event must reflect ending 30 minutes prior to closing. All attendees must exit the building by closing. Reservations will not be taken for Friday or Saturday evenings and Sunday.

Availability and information are as follows:

Downtown Community Room	Hours: M-TH 9:00am – 7:30pm; Fri-Sat 9:00am – 4:30pm
	Capacity 70(tables & chairs)/100(standing)
Southwest Community Room	Hours: M&T 12pm – 7:30pm; W-Sat 9am – 4:30pm
	Capacity 24(tables & chairs)/50(standing)

Fee schedule is as follows:

Nonprofit Room Rental	\$10.00
After-Hours Closing Fee	\$25.00
Clean-up Fee	\$15.00
Laptop	\$25.00
Audio/Visual Equipment Rental	\$25.00
Damage Fee	TBD - equal to replacement cost – invoice will be provided.

Events held on a regular basis must reserve the Community Rooms **three months in advance**. Renewals for the next three months’ reservations will not automatically be scheduled or held (exceptions: organizations of the RI Library, Foundation).

Organizations are required to provide program (speaker, film...) information at time of event. Regularly scheduled groups must provide program information prior to holding the program.

Cancellations must be placed 24 hours in advance. Failure to notify the Business Office will result in loss of future events. The rental fee is not refundable.

Organization will be responsible for discipline and reasonable care of the room and furnishings. Tables and chairs are available for use; however, each group is responsible for their own setup. Any damages will be charged to the organization. The Library requires a supervising adult take responsibility and be present at all times during an event.

The Community Rooms must be left in an orderly condition, which includes closing all windows, turning off lights, pulling blinds down, and placing garbage in receptacles. A fee will be applied for cleanup performed by the Library.

The Library and staff are not responsible for unsupervised or unattended children during any event.

There is a maximum capacity for each Community Room. Smoking is not permitted at any time. The emergency exit door cannot be blocked at any time.

Phones are for Library business use only and may not be used by the public. Messages for event attendees may be left at the Circulation Desk for pickup.

Persons using the Community Room should adhere to Library policies and maintain a quiet atmosphere. Conversations are to take place inside the Community Room or outside the building. Events that would interfere with the day-to-day operations of the Library due to noise levels (singing, musical numbers) are not permitted (exceptions: organizations of the RI Library Foundation).

Art exhibits approved will not be extended to the Community Room. Refer to the Rock Island Public Library's *Art Policy*.

While it is encouraged for organizations to use Library equipment, they may bring their own. The Library will be responsible and have staff available to set up and tear down the connections to the equipment. However, the organization will be responsible for operating and troubleshooting, and they will be responsible for providing their own presentation supplies. **The Library cannot handle non-Library owned equipment. Library laptops are to be returned in to the Reference desk after event.**

Audio/Visual Equipment use will not be granted without pre-registration and payment.

Organizations using the equipment assume responsibility for operation and reasonable care and will be required to pay for any damages. Please notify the **Business Office immediately** (or the Circulation Desk after Business Office hours) **if there is a problem with the equipment.**

In the event equipment breaks down, the Library will attempt to repair it as quickly as possible. The Library will notify the organization of equipment breakdowns and the estimated time for repair. If repair work cannot be completed by the event date, backup equipment cannot be provided.

It is the responsibility of the organization to ensure all appropriate regulations concerning copyrights© are upheld.

Limited kitchen facilities are available and require special considerations. **Full kitchen facilities are not available at the Southwest location.** Please notify the **Business Office immediately** (or the Circulation Desk after Business Office hours) **if there is a problem with use.**

Food items must be brought in or catered as limited space is available. A stove and small oven are available at the **Downtown location** for warming purposes only. A small refrigerator is available. All supplies, utensils, and other items must be brought in. The Library does not provide preparatory services (exceptions: organizations of the RI Library, Foundation).

All food and beverages must remain in the Community Room and/or Kitchen. Alcoholic beverages are not permitted.

Non-compliance of regulations and policies set forth may result in future loss of room use.

GUIDELINES:

The Rock Island Public Library has Community Meeting Rooms and video equipment available for community groups and organizations for meetings of an educational, cultural, professional, or business nature. All presentations must be appropriate for a general audience.

Use of the Community Room and equipment is to be granted on the following basis:

- Rock Island Library sponsored or co-sponsored programs
- City of Rock Island groups and organizations
- Nonprofit groups and organizations (proof of status required)

The Library reserves the right to revoke permission for use of the Community Room if the room is needed for library purposes. Every attempt will be made to find an acceptable alternate time. A four week notice will be given to the reserved organization.

Community Rooms are not available for fundraising, sale of items, political rallies, or religious services (exceptions: organizations of the RI Library, Foundation).

All meetings held at the Library must be open to the public and free of charge. All presentations must be appropriate for a general audience. Admissions, collections, and donations may not be taken.

Use of Community Rooms in no way implies Library endorsement of ideas expressed in meetings, or of the aims and goals of the organization using the facilities. The Library Board shall be the final authority in granting or refusing permission for use of rooms.

The Rock Island Public Library may not be used as the official address or headquarters of any organization. Any publicity or advertisement must not indicate Library sponsorship or endorsement.

Use of the Library's parking lot with extended use of rooms is not to be assumed. All day, on-street parking is available nearby.

BOARD APPROVED: 5/21/2013

REVISED 4/17/2015

REVISED 4/18/2017



ROCK ISLAND PUBLIC LIBRARY APPLICATION TO USE A MEETING ROOM

DATE OF MEETING: DAY OF WEEK: _____ DATE(S): _____

All applications shall be submitted on this form, signed by a responsible party, and submitted to the Library Business Office for approval.

NAME OF GROUP: _____

Note: Please provide an accurate and full name, as this name will appear on a printed meeting room schedule.

ADDRESS: _____

CONTACT PHONE: _____ CONTACT EMAIL: _____

PURPOSE/TYPE OF FUNCTION: _____

TIME SCHEDULE: Arrive: _____ Meeting Begins: _____ Meeting Ends: _____ Leave: _____

Note: Please schedule your meeting to allow for clean up. You are expected to be done in the meeting room at least 30 minutes before Library closing.

MEETING ROOM OPTIONS:

Downtown Community Room

Southwest Community Room

ROOM OPTIONS:

Anticipated Attendance: _____

Access to Kitchen (Downtown Library)

Outside food or beverage items are **only** permitted in the meeting rooms.

EQUIPMENT OPTIONS (**Downtown Library Community Room **only**)

****DVD**

****Microphone**

Projection Equipment

Note: Staff will set up and tear down Library Equipment.

The Library does not provide easel pads or other consumable items. If equipment is not available for any reason the Library will notify you.

ADDITIONAL REGULATIONS:

There are no permanent, standing reservations for meeting rooms. Reservations are accepted up to three (3) calendar months in advance, and are processed on a first-come, first-served basis, with the exception of Library programs.

If you have questions regarding the use of the meeting rooms, or would like to make a reservation, visit <http://rockislandlibrary.org/>, email kerns.kellie@rigov.org, or call 309-732-7305.

ACKNOWLEDGEMENT AND CERTIFICATION:

I hereby certify that the information provided on this application form is complete and accurate. I understand and acknowledge that I am the official representative of and contact person for my group, and that I am accepting financial responsibility for any damage to property and/or equipment that may result from my group's use, the consequences of which may include fines and/or loss of privileges.

I have read and agree to adhere to the Community Room Rental Policy.

NAME (PRINT): _____

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY APPROVE YES NO DATE: _____ INITIALS _____

NOTES: _____



SMALL MEETING ROOM POLICY

POLICY STATEMENT:

The Rock Island Public Library provides space for small discussions and study on the porch at the 30/31 Branch Library, located at 3059 30th Street.

PROCEDURES:

The small meeting room must be reserved through the Business Office before use.

Reservations can be made up to 3 months in advance of the meeting. Walk-in reservations are acceptable.

If the Business Office is closed, the librarian in charge may reserve the small meeting room for use for that day.

Meetings held in the small meeting room are limited to two (2) hours in length. The small meeting room will be closed thirty (30) minutes prior to the library closing time.

Check-in at the public service desk to use the small meeting room.

REGULATIONS:

The small meeting room cannot be used as a place of business.

The small meeting room can be booked by anyone 18 years of age or older. An adult must be present if there are children under 18.

No more than six (6) people can be in the small meeting room at one time, per fire code.

The small meeting room must be left in the condition in which it was found. All library books must be returned to a service desk. All trash must be deposited in the provided garbage cans.

Small meeting room users shall keep the noise level to a minimum and shall not disrupt other users of the library.

If the meeting room is left unattended for more than 15 minutes it will be considered available to other interested parties. Items left in the room will be placed in the library's lost and found at the public service desk.

The door to the small meeting room must be left open while occupied.

Damage to the small meeting room will result in loss of library privileges and possible monetary reimbursement for damages to library property.

Failure to abide by the policies and rules established for the small meeting room will result in suspension or termination of the right to use the small meeting room.

GUIDELINES:

Groups larger than six (6) must reserve an available community room with the Business Office between the hours of 9:00am and 4:45pm, Monday through Friday.

Due to the size of the small meeting room, gatherings shall not be open to the public.

Do not leave valuables unattended in the small meeting room. The Rock Island Public Library assumes no responsibility and offers no security for property left in the small meeting room.

Use of the small meeting room is free of charge.

Other quiet areas exist in the library, and patrons are encouraged to use those areas for individual study purposes.

REVISED: JUNE 2013

BOARD APPROVED: 8/20/2013

APPROVED: 4/19/2016

REVISED: 7/25/2016

APPROVED: 8/16/2016

REVISED: 4/18/2017



ROCK ISLAND PUBLIC LIBRARY

APPLICATION TO USE THE SMALL MEETING ROOM

DATE OF MEETING: _____

All applications shall be submitted on this form, signed by a responsible party, and submitted to the Library Business Office for approval.

When the Library Business Office is closed, this form shall be submitted to the Librarian in Charge.

NAME OF GROUP: _____

ADDRESS: _____

CONTACT PHONE: _____ CONTACT EMAIL: _____

PURPOSE/TYPE OF FUNCTION: _____

TIME SCHEDULE MEETING BEGINS: _____ MEETING ENDS: _____ LEAVE: _____

Note: Please schedule your meeting to allow for clean up. You are expected to be done in the meeting room at least 30 minutes before Library closing.

The Small Meeting Room can only be used for two (2) hours at a time.

GROUP SIZE: _____ The Small Meeting Room is limited to six (6) individuals.

ADDITIONAL REGULATIONS:

There are no permanent, standing reservations for the Small Meeting Room. Reservations can be made up to one (1) week in advance, and are processed on a first-come, first-served basis, with the exception of Library programs.

The door to the Small Meeting Room must be left open during the duration of use.

This room cannot be used as a place of business. Any items left in the room will be placed in the Lost and Found at the Circulation desk.

ACKNOWLEDGEMENT AND CERTIFICATION:

I hereby certify that the information provided on this application form is complete and accurate. I understand and acknowledge that I am the official representative of and contact person for my group, and that I am accepting financial responsibility for any damage to property and/or equipment that may result from my group's use, the consequences of which may include fines and/or loss of privileges.

I have read and agree to adhere to the Small Meeting Room Rental Policy.

NAME (PRINT): _____

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY APPROVE YES NO DATE: _____ INITIALS _____

NOTES: _____