



MEETING ROOM RENTAL POLICY

POLICY STATEMENT:

The Rock Island Public Library offers community meeting rooms and audiovisual equipment for community groups and organizations for meetings of educational, cultural, professional, or business purposes.

PROCEDURES:

- Reservations for the community rooms may be made online by visiting www.rockislandlibrary.org, or by calling/visiting any of our service desks.
- Payment arrangements must be made at the time of the reservation.
- All reservations will receive a copy of the *Meeting Room Rental Policy*.

REGULATIONS:

The Library's Meeting Rooms are available for events during scheduled and open Library hours. Requests for after-hours meetings will be considered on a case-by-case basis by the library director, or designee.

Use of Library Branding is prohibited -

- Use of the Library or City's logo, branding, contact information, facility images, to promote a public meeting/event/activity is strictly prohibited and will result in immediate cancellation of room(s) reservation(s).
- If/when you are promoting your meeting, you cannot include our logo, the city logo, pictures of our building, or our contact information. Doing so will result in the cancellation of your meeting and suspension of future meeting rooms privileges.

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.

Community Rooms are not available for:

- Selling items, unless an agreed upon amount of proceeds will be donated to the library
- Political campaigns or rallies
- Religious services
- Any other program deemed not suitable for the facilities of the Rock Island Public Library

Admission fees may *not* be charged by any organization using the meeting room, without prior approval by the library Board of Trustees. If entry fees are approved they will require proceeds from ticket sales, an in-kind donation, or both.

Availability and information are as follows:

Downtown Library Community Room

Capacity – 70 with tables & chairs; 100 with chairs and standing

Watts-Midtown Library Community Room

Capacity – 150 stadium seating; 170 with seating and standing

Watts-Midtown Library Norm & Janet Moline Conference Room

Capacity – 8-12 people with a conference table and chairs

Watts-Midtown Library Study Rooms (First-come, first-served)

Capacity – 1-3 people, with a built-in table and chairs

Southwest Library Community Room

Capacity – 24 with tables & chairs; 50 with chairs and standing

Fee schedule is as follows. All rentals are on an hour-by-hour basis; pro-rated schedules not available. Each reservation includes ½ hour of setup and ½ hour of tear-down. If more time is needed, then the per hour fee will apply.

	<u>Downtown</u>	<u>Watts-Midtown</u>	<u>Southwest</u>
Non-profit Room Rental – Community Room/Auditorium	\$20.00/hr	\$50.00/hr	\$10.00/hr
For-profit or Private Event Room Rental – Community Room	\$50.00/hr	\$100.00/hr	\$25.00/hr
Small Conference Room (8-12 people)	N/A	\$25.00/hr for-profit; (Students and non-profit are free)	N/A
Small Study Room (1-3 people) First-come, first-served	N/A	Fees may apply to for profit.	N/A
After-Hours Closing Fee	\$25.00	\$25.00	\$25.00
Clean-up Fee	\$50.00	\$50.00	\$50.00
Laptop	\$50.00	\$50.00	\$50.00
Damage Fee	TBD – equal to replacement cost. Invoice will be provided.	TBD – equal to replacement cost. Invoice will be provided.	TBD – equal to replacement cost. Invoice will be provided.

Events held on a regular basis may reserve the Meeting Rooms **three months in advance**. Renewals for the next three months' reservations will not automatically be scheduled or held (Exceptions: The Rock Island Public Library Foundation, Lessees of the Rock Island Public Library, and partnership programs with the Rock Island Public Library.)

Organizations are required to provide program 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 may result in loss of scheduling future events. The rental fee is not refundable.

The renting 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.

All meeting 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 any cleanup performed by the Library.

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

There is a maximum capacity for each rentable space.

Smoking is not permitted at any time.

The emergency exit door cannot be blocked at any time.

Persons using the rented library spaces should adhere to Library policies and maintain an orderly atmosphere. Conversations are to take place inside the Meeting Room or outside the building. Events that would interfere with the day-to-day operations of the Library are not permitted.

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 to the Service 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 a service 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 Downtown, and require special considerations. **Full kitchen facilities are not available at the Southwest or Watts-Midtown locations.** Please notify the **Business Office immediately** (or the Service 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 small refrigerator is available at the Downtown and Southwest locations. All supplies, utensils, and other items must be brought in. The Library does not provide preparatory services (Exceptions: The Rock Island Public Library Foundation, Lessees of the Rock Island Public Library, and partnership programs with the Rock Island Public Library.)

All food and beverages must remain in the Meeting Room and/or Kitchen (if applicable.)

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 will 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 may be required)
- For-profit businesses

The Library reserves the right to revoke permission for use of the Community Meeting 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.

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 parking lot with extended use of rooms is not to be assumed.

BOARD APPROVED: 5/21/2013

REVISED 4/17/2015

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REVISED 10/22/19

REVISED & APPROVED: 9/21/2021

IMPLEMENTATION DATE: 3/13/2023

REVISED & APPROVED: 3/19/2024

REVISED & APPROVED: 12/17/2024