

Chenoa Public Library District

Meeting Room Policy

The Chenoa Public Library District has a meeting room available to serve the needs of both the Library and the Chenoa Public Library District community. The Library provides these meeting rooms to promote the mission of linking the community to the world of ideas. The use of the meeting rooms is open to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities. Use of these meeting rooms does not constitute endorsement by the Chenoa Public Library District.

1. All Library policies apply to use of the meeting room.
2. A valid library card is required to book the meeting room.
3. Library programs have priority in the meeting room.
4. Organizations whose meetings or programs disrupt the ability of other patrons to use the Library may have future reservations denied.
5. Meetings must be open to the public and free of charge
6. All promotional materials, social media posts must contain the following statement:
Chenoa Public Library District provides meeting room space as a community service. The Library neither sponsors nor endorses this event nor the presenting individual(s) or organization(s).
7. The sponsoring organization is responsible for ensuring their meeting complies with requirements of the Americans With Disabilities Act.
8. Light refreshments (i.e. coffee, tea, non-alcoholic beverages, cake, and cookies) supplied by the organization may be served with an additional \$10 fee. Each group must provide its own paper goods and utensils.
9. Alcoholic beverages are not permitted.
10. Users of any meeting rooms are responsible for their own set-up and clean-up. Adequate time for set-up and clean-up must be included in the time reserved.
11. Groups with members under 18 years of age must have an adult sponsor present.
12. Capacity of the room is limited to 49.
13. Organizations meeting in the library will not use the Library as a mailing address. Library personnel will not take attendance reservations for organizations using the meeting room. The Library will not be a source for information about the meeting.
14. No candles or use of any incendiary items are permitted. No smoking or vaping is permitted during events on Library grounds.
15. The organizer is responsible for notifying all participants security cameras are in use in the meeting room.
16. The organizer/renter of the room will come to the library during regular hours to pay the cleaning deposit of \$20.00 which will be returned if all items on the checklist are completed. The deposit will only be returned to the person who paid the deposit.
17. The name, address or telephone number of the Library may not be used as the address or headquarters for any group using the Library for meeting purposes.
18. Reservations may not be made more than 6 months in advance
19. The organizer/renter must return the meeting room to the standard condition, provided on the checklist and leave it clean and orderly. Vacuum will be provided in the room.
20. No items may be attached to the ceiling, walls or doors.
21. The library is not responsible for accidents, injuries or loss of personal property of anyone using the meeting room.
22. The organizer/renter will provide the library with a list of additional equipment requested for the meeting.
23. Any damage to library property must be reported as soon as possible.
24. The room is available for rent only during regular library hours.

Approved 2021

