

PUBLIC USE OF THE MEETING ROOMS

1. BASIC POLICY

The Urbana Free Library offers an auditorium, a conference room, and two small study rooms, which are intended primarily for Library use, including programs, meetings, and other activities.

When these rooms are not in use by the Library or the City, they may be used without charge, subject to the restrictions below.

2. ELIGIBLE EVENTS

Use of the auditorium and the conference room is restricted to non-profit, public events held by non-profit groups. They may not be used for private meetings or private parties.

Study rooms may be used for private meetings such as tutoring or studying, both by individuals and small groups.

Except for Library co-sponsored programs, groups may not charge admission, take up donations or collections, or buy or sell.

All events held in the auditorium and the conference room by community groups must be open freely to the general public.

Reflecting its commitment to freedom of speech, the Library does not limit the use of the meeting rooms by community groups on the basis of their legal expression of ideas.

Exceptions may be granted at the discretion of the Library's Executive Director.

3. TIMES AVAILABLE

All the meeting rooms may be used when the Library is open.

Groups will not be allowed into the meeting rooms before the Library opens in order to set up for meetings or to wait for meetings to begin, and they must clean up and leave no later than the time the Library closes.

4. RESERVATIONS AND CANCELLATION OF RESERVATIONS

Reservation procedures are determined by Library staff.

Users must sign a meeting room agreement before using the auditorium or the conference room.

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Non-recurring reservations for the auditorium and conference room can be made up to six weeks in advance.

Regularly scheduled groups may reserve the auditorium or conference room for up to one meeting per month and may do so for up to 12 months in advance. The Library will attempt to give groups with regularly scheduled meetings the same night of the month from year to year.

Reservations for study rooms can be made up to one week in advance.

The Library reserves the right to move groups in the auditorium or conference room with extremely small attendance to less popular times or to a smaller meeting room, or to ask them to find alternative meeting sites.

The Library reserves the right to cancel prior reservations when the meeting rooms are needed for Library or City purposes.

5. USE OF FACILITIES

Community groups using the auditorium must set up and put away the chairs and tables themselves.

Groups using the auditorium and conference room may serve food and drink, but they must clean up any spills before leaving the building. Groups may be billed for the cost of cleaning up any spills that require professional cleaning. Beverages containing red food coloring are specifically not permitted.

Covered drinks are permitted in the study rooms, but not food.

Use of tobacco or alcohol in any form is strictly prohibited in all areas of the Library.

Library staff members will unlock the meeting rooms but they cannot provide other assistance with the use of the rooms.

Library staff members will enforce all rules necessary to protect Library meeting rooms used by community groups.

6. CHILDREN

Children may not be left unattended in the Library.

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

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Groups that hold children's programs in the auditorium or conference room are responsible for the care of the children before, during, and after the programs.

Library staff is responsible for staying in the Library after the program until all children have been picked up by their parents.

7. ENFORCEMENT OF POLICIES

The staff members of the Library are authorized to monitor the use of the meeting rooms and to enforce all Library policies and procedures.

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

ADOPTED OCTOBER 11, 1976
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