

## MEETING ROOM POLICY

When not in use by the Library or the City, The Urbana Free Library welcomes the use of its meeting rooms by individuals or organizations for informational, educational, cultural, and civic meetings. Meeting rooms are available without charge to individuals, not-for-profit, and community groups. The Library will not discriminate in the use of its meeting rooms on the basis of race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, or any other legally protected group status. "Meeting" means any event, gathering, or program organized by one or more persons other than by, for, or on behalf of the Library at which two or more people will be or are expected to be present. "Meeting room" means the Lewis Auditorium, Satterthwaite Conference Room, and other Library spaces as designated by authorized Library staff.

## CONDITIONS OF USE

### a. Priorities and Public Nature of Use

- The Urbana Free Library has available for use various spaces, which are intended primarily for Library use, but which may be made available for meetings.
- Reflecting its commitment to freedom of speech, the Library does not limit the use of the meeting rooms on the basis of any user's legal expression of ideas.
- Activities taking place in the meeting rooms must not be closed to any person due to race, color, creed, class, national origin, religion, sex, age, marital status, physical or mental disability, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, or any other legally protected group status.
- The contact person for a meeting must provide a sign-language interpreter or auxiliary aids when requested by anyone who will be or is attending the meeting to comply with the Americans with Disabilities Act.
- Use of the Library's meeting rooms does not constitute endorsement by the Library of viewpoints expressed by or at the meeting or by any participant in the meeting.
- Users of the meeting rooms agree to hold the Library harmless from any liability for any damages, claims, or incidents that may arise out of their access to and use of the meeting rooms.
- The Library assumes no responsibility for private property brought onto the premises.

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**b. Use of Facilities**

- Meetings held in Library spaces except for the study rooms must be free and open to the general public.
- Except for Library co-sponsored meetings, meeting room users may not charge admission; take up donations or collections; or buy or sell any goods, services, or other thing of value.
- Meeting rooms shall not be used for any form of gambling or gaming that involves the exchange of money or other thing of value.
- Meeting rooms may not be reserved or used for:
  - Social gatherings or private parties, including but not limited to, birthday parties, showers, potlucks, banquets, graduations, weddings, memorials, or family reunions.
  - Fundraising events.
  - Meetings that present a clear and present danger to the health, safety, or welfare of any participant, Library staff member, patron, or the community.
- Study rooms may be used for private meetings such as tutoring or studying, both by individuals and small groups.
- Light refreshments (such as box or bag lunches, cookies, finger foods, soft drinks, etc.) are allowed in the auditorium and conference room only. Only drinks in covered containers are allowed in the study rooms.
- No alcoholic liquor, whether for consumption on-premises or off-premises, whether or not in original package form, may be offered for sale, sold, offered for service, served, or consumed in any meeting room without the express written consent of the Executive Director and, where applicable, without an appropriate temporary liquor license issued by the City of Urbana.
- Meeting rooms may be used only during hours when the Library generally is open to patrons.
- Users of the meeting rooms are responsible for their own setup and cleanup, and are liable for any spills or damage that may occur. In the event that a meeting room must be cleaned, the contact person shall reimburse the reasonable monetary value for such cleanup.
- Users of the meeting rooms must vacate the Library no later than the time the Library closes.

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### c. General Policies

- All advertisements, mailings, and postings, whether in hardcopy or electronically, for or in conjunction with any meeting scheduled to occur in any Library meeting room must not include the Library's logo and must include the following disclaimer: "The holding of this event, meeting, or program at the Library shall not in any way be construed or interpreted as an endorsement of the same or any idea expressed during the same by the Library or any of its trustees, officers, or employees." It must also feature the full name of the contact person or organization. The Library's name may be used only in connection with identifying the meeting's location. Failure to follow these conditions shall be cause for the Library to cancel the reservation or terminate the meeting or event, as the case may be.
- Organizations may not use the Library's address, telephone number, or any Library email address to send or receive mail, telephone calls, or emails regarding the meeting or event or any aspect thereof.
- Only authorized Library staff will be permitted to unlock the meeting rooms and provide some assistance with Library-owned projectors if requested. However, Library staff will not provide any other assistance with the use of the meeting rooms or deliver messages to meeting participants except for medical emergencies.
- Use of flames, including but not necessarily limited to matches, lighters, candles, incense, Sterno, etc. is strictly prohibited.
- Meetings of individuals under 18 years of age must have an adult sponsor who is 21 years or older and who is present and remains present throughout the duration of the meeting, including the periods when the meeting is set up and taken down.
- The number of meeting room users and activity participants may not exceed the stated respective occupancy limits for the meeting room used.
- Approval of meetings not included here will be determined at the discretion of the Library's Executive Director or designee.
- Exceptions to this Policy may be granted at the sole discretion of the Library's Executive Director or designee. Nothing herein shall be deemed or construed as assurance that the Executive Director or designee will approve an exception.

### d. Reservations and Cancellations

- Reservations and cancellations for the auditorium and conference room can be made online. Please see the Library's guidelines on meeting rooms for more information on room reservation guidelines and cancellation procedures. Users are responsible for notifying the Library of cancellations.

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- One individual must be designated as the contact person for the reservation and will be responsible for scheduling and supervising the activities. The contact person cannot be an organization. The contact person is also jointly and individually liable for any damage caused when setting up, conducting, and taking down the meeting.
- The Library reserves the right to change, cancel, or revoke reservations for meeting rooms. If changes or cancellations are necessary, the Library will undertake reasonable efforts to provide the affected users with notice.
- The Library reserves the right to move users who are scheduled to use the auditorium or conference room to less popular times or to another meeting room, or to ask them to find alternative meeting sites.
- Nothing in this Policy shall be deemed or construed as the Library guarantying the availability of any meeting room for the date and times requested by the contact person.
- The Library shall have the sole right to reject a meeting room reservation if the Library's Executive Director or designee reasonably determines that the planned meeting will, or may, pose a threat to human life, health or safety, or property.

Adopted October 11, 1976

Revised May 14, 1991; September 09, 2014; July 21, 2015; August 13, 2019; October 9, 2019