

MEETING ROOM POLICY

The Urbana Free Library welcomes the use of its reservable spaces (meeting, conference, and study rooms) by individuals and organizations for the purposes of cultural, educational, informational, and civic engagement meetings.

Meeting rooms are available without charge to individuals, nonprofit, and community groups regardless of their beliefs or affiliations. "Meeting room" means the Lewis Auditorium, Satterthwaite Conference Room, study rooms, and other Library spaces as designated by authorized Library staff. "Meeting" is defined as an event, gathering, or program organized by one or more persons at which two or more people are expected to be present.

Patrons are not allowed to bring alcohol into the Library or use electronic smoking devices, tobacco products, or marijuana anywhere in the Library or on Library property.

Service animals and animals that are a part of a Library-sponsored program are allowed in designated Library spaces.

Library-sponsored programs take priority over nonprofit, community, and other groups.

Granting of permission to use Library facilities does not constitute endorsement by The Urbana Free Library staff or Library Board of Trustees. Any advertisement or announcement regarding meeting room usage may not include The Urbana Free Library logo or suggest co-sponsorship, and needs to contain the following disclaimer: "Granting of permission by The Urbana Free Library to use Library facilities does not constitute endorsement by the Library Staff or Library Board of Trustees."

The Urbana Free Library is not responsible for, and does not provide insurance coverage or any type of liability protection for, any activities or programs conducted by an individual or group in the meeting and study rooms or other Library spaces as designated by authorized Library staff.

Meetings held in Library spaces must be free and open to the public. Meeting and study rooms must be left in a clean and orderly condition. Individuals and groups must pay costs to repair any damage incurred from their event or extra cleaning required after their event. The Urbana Free Library is not responsible for materials or equipment left in the Library by users.

- To comply with the Americans with Disabilities Act, 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.
- Users of the meeting rooms must vacate meeting rooms no later than the end of their reservation time, and must vacate the Library no later than the time the Library closes.

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- 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.
- 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.

Reservations and Cancellations

- Reservations and cancellations for the auditorium, conference room, and study rooms 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.
- 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, conference room, or study rooms 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 guaranteeing 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

Reaffirmed December 13, 2022

Revised May 14, 1991; September 09, 2014; July 21, 2015; August 13, 2019; October 9, 2019; May 12, 2026