

MORTON PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

The Morton Public Library District offers meeting rooms for cultural, educational, or civic purposes. Use of rooms is subject to the following conditions:

PRIORITY FOR USE OF THE MEETING ROOMS WILL BE GIVEN IN THE FOLLOWING ORDER:

1. Morton Public Library District sponsored programs and library related meetings or programs.
2. Educational, cultural, or civic meetings, or programs of organizations within the district.
3. Meetings of government bodies, local, state, national.
4. Other meetings which, in the opinion of the Board of Trustees, are appropriate to the library.
5. The following are EXCLUDED: Social events, meetings involving sales or selling.

BOOKING PROCEDURES

- To reserve a meeting room, a representative of the group must complete a reservation form at least **7 days** in advance of the program date.
- Community groups may use a meeting room for monthly meetings and may book meetings for one year at a time.
- All meetings must be **open** to staff, public, and the press.
- **No admission fee** may be charged. Fees for continuing education classes must be approved in advance by the Library Board of Trustees.
- Use of the library for the purpose of fundraising or any commercial business purposes is not allowed.
- Meetings must **begin during regular library hours** and must end by 10:00PM
- There is no charge for use by local, non-profit organizations.
- Morton businesses may use the meeting room for non-commercial purposes, such as training, for a fee of \$30.00.
- All bookings must be approved by the Director or Assistant Director.

EQUIPMENT

- **Users must set up and take down tables, chairs, etc.** The library has no custodial staff available to do this. The group will be responsible for any advance preparations and for leaving the room in order after use. The library does not supply storage space for property or supplies belonging to groups using the meeting room.
- Use of any **audiovisual equipment** owned by the library must be arranged in advance. A competent person to operate the equipment must be provided by the organization.
- Fifty stacking chairs and eight folding tables are available in the Reuling Room. Thirty stacking chairs and one conference table are available in the Hauter Conference Room. **Users must set up and take down tables, chairs, etc.**
- Kitchen facilities are available for use. The library will supply a coffeepot and water. The group is responsible for all other supplies. **Food service** must be approved by the Director or Assistant Director.

POLICIES

- Meeting rooms shall not be used in any way that materially interferes with the operation of the library or which causes a threat to the safety of library property or its patrons.
- Groups using a meeting room should not leave children unsupervised in the library.
- The library does not endorse the viewpoints of any group using meeting rooms.
- Smoking and alcoholic beverages are not allowed in the library building.
- Groups using the meeting room are responsible for reimbursing the library for any damage that may occur to library owned furniture, fixtures, equipment or the building itself.
- The library cannot be responsible for loss or damage to property of meeting room users.
- Future use of meeting rooms may be restricted or denied for any violation of these rules.

The library reserves the right to assign meetings to the Reuling Room or the Hauter Conference Room.

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