

Meeting Rooms - Public Use Policy

As a way of supporting our mission, the Edwardsville Public Library welcomes the public use of its meeting rooms. The purpose of this policy is to accommodate and provide fair access to as many groups and organizations as is reasonably possible.

Section 1: General

- The Library has two rooms available for public use, when not already engaged by library staff, for library programming or events:
 - **Large Meeting Room (capacity: 80)**
 - **Small Conference Room (capacity: 12)**
- The Library staff or Board of Trustees do not necessarily support the views of those reserving library meeting rooms. Outside advertising of the public use of meetings taking place in the library shall not imply endorsement by the Edwardsville Public Library staff or Board of Trustees.
- The Library reserves the right to revise any scheduled meeting arrangements and to preempt established reservations for library programming needs. In this case, every effort to supply reasonable notice to the applicant will be taken.
- No special privileges are extended to organizations to which library staff or library board members belong.
- Library staff will not knowingly permit the use of its rooms for any illegal purpose.
- Room use will be prioritized in this order: 1) library-sponsored meeting or programs, including the meetings of the Board of Trustees; 2) use by Edwardsville Library Friends; 3) Edwardsville community groups and residents; 4) Other local or regional non-profit groups.
- A standing request for repetitive days or dates, or for periods of consecutive time longer than two months, cannot be accommodated. Room use is never guaranteed. Approval of applications is always at the discretion of library staff using criteria listed in Section 2. A group or organization which has been denied room use may appeal such a decision to the Library Board of Trustees at the Board's next regularly scheduled meeting.
 - Any appeal must be submitted in writing to the Library Director at least 5 days before such Board meeting.
 - At scheduled Board meeting, applicant may have 5 minutes to present his/her case.
 - The Board will deliberate on the appeal in open session and will attempt to make a decision at that meeting unless additional information is deemed necessary.

- At the conclusion of a public-use meeting, the group/individual applicant is responsible for placing the room in the condition existing before meeting commenced. This includes, but is not limited to, clearing up trash and cleaning tables.
- A library staff member will check the meeting room before and after each public use reservation, and report any violation of room use to the Adult Services Librarians, who will report details to the Library Director. The group/individual applicant may be notified in writing of any violations of the rules or criteria in order to resolve outstanding issues or to pay for property damage or theft. Depending on the circumstances, future room use privileges may be denied.

Section 2: Criteria for Use

- All meetings scheduled in library rooms will be for non-profit groups, community organizations, volunteer tutors, and student study groups.
- For-profit group use, and purely social or personal use (showers, parties, reunions, etc.) are not allowed.
- An adult 18 years or older must make the application and be listed as the main contact person for the group. The applicant will be responsible for fulfilling room use criteria, and be on site in attendance during the meeting to see that rules are followed.
- Rooms can only be scheduled within a two-month window. Short-notice requests have less of a chance of fulfillment.
- All room reservations will be made online via our [website form](#), or by phone, and will be processed by our Adult Services librarians. The Library Director may become involved if necessary. Applicants should receive a reply within three business days.
- No kitchen facilities are available.
- Library equipment may be used by prior arrangement only: projector, audio speaker, podium, laptop, and DVD player.
- No meeting shall cause undue interference with regular library services and operations, or endanger library staff, patrons, or property.
 - The volume of talking, music, or rehearsals of any kind must be kept to a practical minimum so as not to negatively affect other library users.
 - No heated foods allowed. Cold, dry food without odor, and covered beverages, can be brought to the library. All food trash must be removed and taken away after meeting.
 - Outside equipment or furniture cannot be brought into the library, and equipment or materials cannot be stored in the library. An exception may be made, but only with prior approval of the Library Director. Exceptions are not guaranteed. In the rare instance of this exception, the Library is not responsible for the loss or damage to any

- equipment or materials owned or rented by a group/organization using library meeting room space.
- All users of our library meeting spaces will abide by the Library Code of Conduct, which will be clearly posted.
 - Members of the public cannot be denied entry to public use meetings. This in no way obligates the group to notify the public of the meeting, or specify in any promotional materials that their meeting is open to the public.
 - Nothing may be attached to walls or ceilings.
 - Window and door glass in rooms cannot be covered for privacy.
 - No public group/individual may charge an admission fee to their meeting.
 - No public group/individual booking a room may use the library's mailing address or phone number as their contact information under any circumstances.
 - Meetings may only be scheduled during the library's normal business hours. Only the Library Board of Trustees can make exceptions to this rule, and these exceptions will be documented in the open meeting minutes.
 - Meeting cancellations by a public group/individual must be communicated to the Library staff as soon as possible so that the room may be rescheduled for other uses.
 - Meeting will be canceled by library staff if the library must close unexpectedly, due to inclement weather or other unforeseen circumstances. Every effort will be made to notify public groups.

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