

LIBRARY MEETING ROOM

The library meeting rooms are primarily designed to be used for the library's own programs and related activities. However, when the rooms are not needed for library purposes, they may be available for use by Fairview Heights based non-profit community groups subject to the policies established by the Fairview Heights Public Library Board of Trustees. In addition, local, state and federal governmental units may use the meeting rooms.

The City of Fairview Heights may reserve the lower level of the library building for city sponsored functions provided a reservation is not already on the books. Reservation of the lower level will be booked through the library director or his/her designee(s). The attached application must be completed.

The regulations established for use of the meeting rooms are listed below. Any exceptions must be approved by the Board of Trustees or their designee(s). Written approved exceptions are kept on file in the Library Director's office.

1A. The organization must be city-based or a city resident must belong to the organization. The resident will be responsible for signing the application for use of the room and showing one (1) proof of address (see list for library cards) to make application and when showing up for the actual reservation.

1B. Governmental units requiring the meeting room are exempt from the residential requirement. The governmental agency representative will be responsible for signing the application for use of the room and all other requirements of this document.

2. The person making the application will be the contact person. That person will be held responsible for the use and condition of the meeting room and must be in attendance at the meeting for which the room is reserved. In the case of government entities, if the contact person is not present at the meeting, then a designee must be appointed. This designee will be held responsible for the use and condition of the meeting room and must be in attendance at the meeting for which the room is reserved.

3. Reservations:

- A. Will be granted on a first come basis.
- B. Must be submitted on the approved form at least 48 hours in advance of event. If under 48 hours, the staff have the discretion to deny the reservation
- C. Will not be taken for more than three (3) months in advance of event.
- D. Will not be granted for use in excess of three months.
- E. Are granted at the discretion of the Board of Trustees or their designees.
- F. The reservation requirements may be waived for city functions at the discretion of the library director or his/her designee(s).

4. Restrictions:

- A. No storage of equipment (exercise mats, art materials, etc.) is allowed.
- B. The group is responsible for set up and cleanup.
- C. No alcohol or smoking permitted.
- D. All meetings must end MON-TH 8:30 PM. The rooms are not available on Friday and Saturday after 5 PM or all day Sunday.
- E. Meetings of individuals under the age of 17 must be supervised by an adult who will remain with them at all times.
- F. If Library equipment is used, a responsible, qualified operator must be present.
- G. The library staff will not provide set-up service, nor carry supplies or equipment.
- H. No admission fee may be charged in advance without prior written permission from the Board of Trustees. However, admission fees may be waived for city functions at the discretion of the library director or his/her designee(s).
- I. No political campaign meetings or events.

5. The fact that a group is permitted to meet at the Public Library does not constitute an endorsement of that group's beliefs.
6. Activities disruptive of other library functions will not be permitted.
7. The Library Director or his/her designees are responsible for the scheduling of the meeting rooms.
8. The library staff reserves the right to enter the meeting room at any time. A staff member will examine the meeting room for any damages after the group has vacated. Appropriate charges will be levied if any damage is found.

Using the Kitchen

Equipment provided: Microwave, refrigerator, sink, stove, automatic coffee urn. The library does not provide other supplies such as cups, coffee or condiments.

Intended Use: The kitchen may be used for the serving of light refreshments and snacks; it is not to be used for food preparation.

Clean Up: Users agree to clean the kitchen immediately following the meeting. Garbage is to be disposed of in the proper receptacle in the kitchen area. No food may be discarded in the sink. If the kitchen is not cleaned, a cleaning fee will be assessed.