

Toulon Public Library District

Community and Meeting Room Use Policy

The policies governing the use of the Library Community and Meeting Rooms of the Toulon Public Library District are based on Article 5 of the American Library Association's Library Bill of Rights: "As an institution of education for democratic living, the library should welcome the use of its Community rooms for socially useful and cultural activities and discussion of current public questions. Such Community places should be available on equal terms to all groups in the service area regardless of the beliefs and affiliations of their members."

The Toulon Public Library District Board of Trustees, in allowing a group or individual the use of the Library Community or Meeting Room, does not endorse or advocate any position taken by a group using the room.

The Toulon Public Library District Board of Trustees offers use of the Library Community and Meeting Rooms for cultural, educational, civic, or social purposes.

Use of the Library Community and Meeting Rooms is subject to the following conditions:

Priority for use

Library related meetings or programs of Toulon Public Library District;
Not-for-Profit governmental, educational, cultural, or civic meetings/gatherings;
For-Profit meetings and social parties (birthday, graduation, shower, etc)

Availability

The Library Community and Meeting Rooms may only be reserved by someone with a Toulon Public Library District card unless approved by the director and lead librarian. The Community room **may be available** for use each day of the week between the hours of 9:00am and 9:00pm. The meeting room is only available when the library is open. The library staff determines the availability of the room as library related meetings or programs always take precedence. The meeting room holds 10-15. The community room holds 20-40 comfortably at tables and chairs. Community room capacity maximum is 60.

Fees

Not-for-Profit

A donation of \$25 is appreciated at the time of each reservation to help us defray our heating/cooling and general cleaning costs.

For-Profit and Parties (birthday, graduation, shower, etc)

A \$35.00 donation is required at the time of each reservation

***A cleaning fee of \$25 per hour will be charged to the renter's library account in the event the room is left unclean.**

Reservation Procedures

- *The Library Community and Meeting Rooms are available on a first-come first-serve basis.
- *To reserve the rooms, an individual, or group representative must schedule the event in person at the library. The reservation does not take effect until the application has been submitted in person, approved by library staff and the fee for use (if applicable) has been received.
- *The individual or group representative must read the Library Community/Meeting Room Use Policy, and complete a Reservation Form, be at least 18 years of age, and be in good standing with the library.
- *The person who signs the Reservation Form now becomes the responsible party, and is liable for all policy violations. They must have a library card.

Equipment

*Use of audiovisual equipment must be arranged for at the time of room reservation. Director will not troubleshoot A/V outside of normal work hours.

Use

*Anyone using the Library Community or Meeting Room will not leave children unattended (without direct adult supervision) at any time during use.

*Decorations or any other materials are **not** permitted on the walls or ceilings. The library does not provide porter service to carry supplies and equipment into the meeting room.

*Food and beverages **are** allowed in the Library Community or Meeting Room. No Smoking, vaping, controlled substances, or alcoholic beverages are allowed anywhere on library property.

*The individual or group using the Library Community or Meeting Room is responsible for clean-up after their event. Tables and floor will be clean of food and debris. All garbage will be bagged up and placed near the drinking fountains. All tables and chairs will be returned to their original place. The library is **not** responsible for **any** clean-up after room use by any individual or group. The carpet **MUST BE VACUUMED**. There's a vacuum provided.

*The person who signs the reservation form must have a library card and will be held responsible for reimbursing the library for any damage to the room, furnishings, fixtures, equipment, and/or cleaning services needed. Library staff will inspect the room after each use. The library Director makes the final decision as to the condition of the room after use.

*It is the responsibility of the individual or group representative to pick-up the key for using the room after library hours. The library is not responsible if the key is not picked up during regular library hours.

*Anyone using the Library Community Room is expected to leave the key on the kitchenette counter before leaving the building.

Community Room Inventory:

1. Refrigerator Freezer
2. Microwave
3. Vacuum
4. Coffee Maker
5. 8 banquet tables
6. 40 black padded chairs
7. Projector and screen

Meeting Room Inventory

1. Refrigerator Freezer
2. Microwave/warming stove
3. Paper Products
4. Table with 8 chairs (more upon request)
5. Vacuum

Any individual or group that violates the conditions of this policy will forfeit future use privileges of the Library Community or Meeting Rooms. Use of the meeting room does not constitute library district endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted. All library policies apply to room use and guests including patron code of conduct.

Emergency Contact: Michael Baumann 309-238-2470 (Cell)

Approved by the Board of Trustees at the regular Community on November 13, 2023

