

# Alpha Park Pubic Library District

## Meeting Room Policy



Alpha Park Public Library's (the Library) meeting rooms are open to individuals, organizations, and community groups who need a space for educational, cultural, recreational, or charitable events. Usage of meeting rooms must support the Library's mission "to provide materials and services for the recreational, social, informational, and educational needs of the community."

### General Guidelines:

- **Library sponsored programs receive first priority.** All requests are considered in the order they are received. Reservations cannot be made more than six months in advance.
- Meeting room use must not disrupt the Library's ability to operate in a normal and orderly manner. All room reservations must be open to Library staff; private events must be open to Library staff, and public events must be open to Library staff and community members.
- Library meeting rooms are only available for use during regular business hours.
- **Reservation time slots include setup and teardown. Users may not enter the room prior to their rented time, or remain thereafter. Person(s) requesting the reservation must remain on site for the full duration of the event.**
- The Library reserves the right to limit use of meeting rooms. Groups/individuals may reserve the Library's meeting rooms up to 12 times per year. Any exceptions may only be approved by the Library Director.
- Use of the Library's meeting rooms does not imply endorsement of the groups/individuals policies or beliefs by the Library. The Library Director has the authority to grant or refuse room use. Appeals regarding room use decisions must be made in writing to the Library Board through the Library Director for inclusion in the next scheduled Board meeting agenda.

### Meeting Rooms

The Library has three meeting rooms that can be reserved by the public.

#### Meeting Room 1

Located on the first floor of our building, this is our largest meeting room. It can accommodate 75 people in chairs, or up to 48 with chairs and tables. This room is already equipped with a projector, pull-down screen, and an attached kitchenette with microwave and mini fridge.

#### Meeting Room 2

Located on the first floor, this is our smallest meeting room. It can accommodate up to 12 people in chairs or 10 with tables. This room comes with a small whiteboard attached to the window. Markers are available upon request from the Reference Desk.

#### Meeting Room 3

Located on the second floor and accessible by stairs or elevator, is our mid-size meeting room. It can accommodate 20 people in chairs or 15 with tables. This room includes a projector, screen, laptop, and a sink.

### Items that can be requested for use with Meeting Room 1, 2, or 3 when submitting applications:

- Large Coffee Urn
- Small Keurig Cart (coffee available is limited, please provide k-cups for larger groups)

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- Laptop Computer
- Podium
- Presentation Easel
- Small Freestanding White Board
- External CD/DVD Drive
- Presenter with Laser Pointer

### Study Rooms

The Library has two study rooms available for drop-in use or reservation. These rooms can be used first-come-first-serve or by placing a reservation. You can place an online reservation at [www.alphapark.org](http://www.alphapark.org), in person at the Reference Desk, or by calling 309-697-3822 x13. These small rooms are located on the first floor near the Reference Desk and include a table, seating for four people, white board, and bulletin board. Laptops may be requested and checked out for in-house use with these rooms. There is no charge to use study rooms.

### How to Request a Room Reservation

All room applications must be submitted 48 hours prior to the requested date of reservation.

To reserve a room online:

- Visit [www.alphapark.org](http://www.alphapark.org), go to our calendar, and select “RESERVE A ROOM” from the top bar.
- Follow all prompts to complete the application fully before submission
- **Please note that submission of a request does not guarantee room reservation.**
- Once the Library receives your room request and verifies completion of all information, including payment if applicable, we will contact you to notify you of your approval status.

To reserve a room over the phone or in person:

- Contact the Facilities Coordinator in person or call 309-697-3822 x15 to complete the same process outlined for online reservation.

For any questions regarding room reservations, please contact the Facilities Coordinator.  
[angel@alphapark.org](mailto:angel@alphapark.org) or 309-697-3822 x15.

### Meeting Room Usage Rules:

#### General

- Although groups/individuals may request a specific room, the Library retains the right to assign rooms to groups based on size and availability.
- In compliance with the Illinois Smoke Free Act, smoking is prohibited in the building and within 15ft of the Library’s entrance.
- Parking is limited. Larger groups are encouraged to carpool or use the north lot (staff lot).
- The group/individual is responsible for maintaining order during the event and must conduct themselves in a manner consistent with Library usage.

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- The group/individual is responsible for supervision of all children who may accompany its members. Children under the age of 10 must remain with the group/under adult supervision at all times. **This includes escorting to and from the restrooms.**
- All groups must abide by ADA compliance and provide the necessary interpreters if requested.
- The Library assumes no responsibility for private property including storage or relocation of personal belongings.

**It is the duty of the Library Director to oversee and enforce rules governing proper use of the building and equipment. Failure to comply with these policies, rules, or regulations will result in responsibility for payment of necessary repairs, cleanup, or maintenance, as well as prohibition of further use of Library facilities.**

### **Cancellations and Postponement:**

Minimum four hours' advance notice is required to cancel or postpone a reservation. Cancellation within four hours of the event will forfeit any payments made to the Library.

The Library retains the right to cancel/postpone any event. If the Library has to close or cancel room reservations for any reason, the Library will make every effort to reschedule the event. If rescheduling is not possible and payment was made, a refund will be issued.

### **Private vs. Public Events**

A private event is one where general public admission is not permitted. Private events are subject to room reservation/rental fees. Examples of a private event may include but are not limited to:

- Parties: birthday, retirement, showers, reunions, etc.
- Planning committees: planning reunions or other events for a specific group
- Training events for companies or organizations
- Meetings for companies, organizations, or local groups

Public events are those meant for any and every one to attend. These events are usually held by local community organizations or non-profits. **No fees may be charged for these events by the reserving group/individual.** Examples of these events may include but are not limited to:

- Informational sessions
- Public crafting groups
- Boy/Girl Scout Troops

### **Food and Drink**

- Light refreshments may be served during events.
- Alcoholic beverages are strictly prohibited.
- The use of flame burners to keep food warm are prohibited.

### **Setup and Teardown**

- Setup and cleanup time is included in the time slot for reservations. Users may not access the room prior to their time start, and may not remain after their time ending.

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- Table/chair setup will be arranged prior to a groups attending if a specific setup was requested on the application.
- Groups/individuals are responsible for all cleanup and trash removal; dumpsters are located on the north side of the building to dispose of all excess garbage.
- The Library has a vacuum available upon request.
- Sanitizing of tables/chairs is the responsibility of the reserving group/individual.
- Items/decorations may not be attached to walls/windows.
- Meeting rooms are to be left in the manner in which they are found; failure to clean up after an event may lead to future reservation denial.

### Room Reservation Fees:

The Library Board of Trustees authorizes the Director the right to waive fees for any event at their discretion. Requests must be made to the Director in writing prior to reservation approval. All reservation times are rounded up to the whole hour.

### Private Event Rates:

Reservation Time	Total Monetary Amount
1 hour	\$20
2 hours	\$40
3 hours	\$60
4 hours	\$65*
5 hours	\$75
6 hours	\$85
7 hours	\$95
8 hours	\$100

\*Pro-rated discount for time block

Payments can be made in person with cash, check, or credit card, or on our website through PayPal.

[www.paypal.com/paypalme/AlphaParkLibrary](http://www.paypal.com/paypalme/AlphaParkLibrary)