

## Meeting Space

The meeting spaces in the Library are available to groups and organizations for events and activities that are in accord with the mission of the Library. The Library reserves the right to deny reservations based on compatibility with the Library's mission and/or a conflict with Library operations. Use of Library spaces does not constitute Library endorsement of viewpoints expressed by program organizers and/or participants in the program.

Failure to abide by the following policies will jeopardize future meeting room use.

### General Meeting Space Policies (Applies to all spaces/rooms):

- The Library and its affiliates have first priority on use of the meeting spaces. Other requests will be considered in the order in which they are received. The Library reserves the right to cancel prior reservations when the meeting spaces are needed for Library or City of Bloomington purposes.
- The Library reserves the right to cancel a meeting space reservation because of weather related or building emergencies.
- Meeting attendees are subject to all Library Policies including Patron Expectations.
- Patrons using the meeting spaces must comply with all applicable local, state, and federal laws, such as hiring an interpreter or providing auxiliary aids required under the Americans with Disabilities Act when requested by the public.
- There shall be no admission charges, no solicitation for donations, or selling of products or services at the meetings. However, if the room is reserved for a presentation by an author, they may request approval to sell their own published works.
- The meeting spaces should be left in the same condition in which they were found. All patrons are responsible for reimbursing the Library for any damages, unusual cleaning expenses, or security measures related to the meeting.
- Clean-up and vacating of the meeting spaces must be completed within the approved reservation time.
- Candles, any open flames, smoking, vaping, and alcohol are prohibited.
- No tacks, nails, staples, tape, or any type of adhesive are to be placed in or on any library surfaces.
- The group/organization is responsible for the supervision of all children who may be participating in the meeting or may accompany its meeting attendees. Children should remain with the group or be supervised by an adult who must remain with them.
- The Library assumes no responsibility for private/personal belongings.
- The Library assumes no responsibility for personal injury to any person or damage to the property of others.
- The meeting spaces are not available for private parties or social events.
- Patrons/groups/organizations are not allowed to use the Library as their official mailing address or phone number. When issuing posters, press releases, or other publicity, groups should make clear that their programs are not sponsored, co-sponsored, or approved by the Library.

- The Library staff will monitor the use of the meeting spaces and enforce all policies.
- Meetings that may become disruptive to other Library operations must end immediately.
- Patrons using the meeting spaces shall agree to indemnify, save harmless and defend the Board of Library Trustees of the City of Bloomington, McLean County, Illinois, the City of Bloomington and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the use of the Bloomington Public Library's meeting room and other facilities.

### Community Room Use:

- Fees for usage:

For Profit Groups/Businesses	\$50 per hour
Nonprofit or Community-based groups: First three hours of a reservation	No Charge
Nonprofit or Community-based groups: Each hour after the first three of a reservation	\$25 per hour

- Payment of the usage fee must be made prior to or on the day of the reservation. An invoice is available upon request.
- The Community rooms may be reserved for a maximum of 6 hours per day by any one group/organization. Groups/organizations may use the Community Rooms up to twice per month.
- The Community Rooms may be reserved no more than 90 days prior to date of the meeting and no less than the day before the meeting. The Community Rooms are not considered reserved until Library staff has confirmed the reservation.
- Refreshments must be approved by the Library's Meeting Space Coordinator. Meals are not allowed.
- The Community Rooms include tables and chairs, but groups using community rooms are responsible for their preferred arrangement.
  - Groups may request a special room set-up by library staff at a rate of \$50. (Exceptions for individuals with disabilities are available upon request when requesting the room reservation.) This special room set-up fee is in addition to any other fees that may be required for the reservation.
- Reservation changes and cancellations must be made no later than 24 hours prior to the reservation.

### Conference Room Use:

- The Conference room may be reserved for a maximum of 6 hours per day by any one group/organization. Groups/organizations may use the Conference Room up to twice per month.
- The Conference Room may be reserved no more than 90 days prior to date of the meeting. The Conference Room is not considered reserved until Library staff has confirmed the reservation.
- Only beverages with secure lids are allowed in the conference room. Food is not allowed.

## Study Room Use:

- The Study Rooms may be reserved up to two weeks in advance, for up to two hours per person/group per day.
- Only beverages with secure lids are allowed in the study rooms. Food is not allowed.
- Study Rooms located in the Children's Department may be used by children and adults working with children.

## Recording Studio Use:

- The Recording Studios may be reserved up to two weeks in advance, for up to two hours per person per day.
- An adult must be present with any child under the age of 12.
- Patrons may not create items in violation of copyright infringement/intellectual property rights.
- Patrons are encouraged to bring their own method of storage for their projects such as flash drives, cloud storage or some other external data storage device. The library assumes no responsibility for projects left stored on library equipment.
- Only beverages with secure lids are allowed in the recording studios. Food is not allowed.

## Innovation Lab Use:

- Stations and equipment in the Innovation Lab may be reserved up to two weeks in advance, for up to four hours per person per day.
- An adult must be present with any child under the age of 12.
- The majority of equipment will require the completion of a Library Certification Program, prior to the reservation.
- Due to the unique nature of each project, patrons will generally be expected to provide their own materials (approved by Library staff in advance for equipment compatibility).
- Patrons are encouraged to bring their own method of storage for their projects such as flash drives, cloud storage or some other external data storage device. The library assumes no responsibility for projects left stored on library equipment.
- Patrons must always follow safety precautions.
- Innovation Lab equipment must be used in the Innovation Lab and may not be taken elsewhere by patrons.
- Patrons may not create weapons or items in violation of copyright infringement/intellectual property rights.
- Only beverages with secure lids are allowed in the innovation lab. Food is not allowed.