



Meeting Space Use Policy: Activity Room, Maker Space, and Conference Room

The policies governing the use of the Brimfield Public Library District's meeting spaces, including the Activity Room, Maker Space, and Conference Room, are based on Article 5 of the Library Bill of Rights: "As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the service area regardless of the beliefs and affiliations of their members." The Brimfield Public Library District Board of Trustees, in allowing individuals and groups to use the Library's meeting spaces, does not therefore endorse or advocate any position taken by that group.

The Brimfield Public Library District Board of Trustees offers use of the Library's meeting spaces for cultural, educational, civic, or social purposes under the following conditions:

Priority for Use

- Library sponsored events
- Governmental and not-for profit educational, cultural, civic, or social events
- Private events
- Events held by for-profit organizations

Availability

- Library meetings, activities, programs, and space needs are given priority in scheduling.
- The Activity Room and Maker Space may be reserved by residents of the library district for use during and after Library hours of operation.
- The Conference Room may be reserved by any member of the public for use during Library hours of operation.
- Library staff determine the availability of the spaces.
- Cleanup must be completed on the day of the event.

Fees

- A \$50.00 donation is required at the time of each reservation for private use of the Activity Room.
 - The \$50.00 donation may be waived upon request for government entities and non-profit, educational, cultural, or civic groups.
 - The \$50.00 fee will not be waived for private or for-profit reservations.
- No fee is required to reserve the Maker Space or Conference Room.
- 24 hours cancellation notice is required for refund of donation.
- If an emergency after-hours staff visit is arranged, an additional \$75 fee will be required.

Reservation Guidelines

- Library meeting spaces are available on a first-come, first-served basis.
- To reserve the Activity Room and Maker Space, an individual or group representative must reside in the library district and must finalize the reservation in person at the library.
- To ensure equitable access, an individual or group may only have two reservations on the calendar at any given time.
- The individual or group representative must read this policy and complete a Reservation Form, be at least 18 years of age, and be in good standing with the Library.
- Use of audiovisual equipment, backdrops, or other Library equipment must be arranged at the time of room reservation.
- The person who signs the Reservation Form becomes the responsible person and is liable for all policy violations and associated costs.

Restrictions

- Groups may not exceed the maximum allowed by fire and safety code regulations:
 - Activity Room 200 people
 - Maker Space 30 people
 - Conference Room 10 people
- Library meeting spaces may not be used in any way that materially interferes with the operation of the Library or any action which causes a threat to the safety of Library staff, patrons, guests, or property.
- Decorations or other materials are not permitted to be attached to any permanent surface, including the walls, trim, or window coverings.
- Users must comply with the Illinois Human Rights Act and may not use Library meeting spaces in a manner that discriminates on the basis of any protected category.
- Users must comply with all Federal, State, and local laws, including Americans with Disabilities Act (ADA) regulations.
- Children ages 8 and under must remain under direct supervision by an adult at all times.
- The Activity Room kitchen may only be used for warming and serving already prepared foods.
- Smoking, use of tobacco products, vaping, and consumption of alcoholic beverages are prohibited on all Library property.
- Events for which the room rental fee is waived must be open to the public, Library staff and the press.
- Private meetings by groups and organizations must be open to Library staff and comply with any applicable laws and regulations.
- Users may not charge admission fees for attendance or participation in an event.
- Meetings for which the purpose may include, but is not limited to, selling a product, soliciting investments, fundraising, or otherwise profiting in some way are prohibited, unless approved as part of a Library-sponsored event or fundraiser.

- Attendees may be charged for the actual costs of materials used in a program, e.g., workbooks, handouts, supplies, etc.
- The Activity Room may not be used for gambling activities (e.g. bingo, raffles, and games of chance for monetary prizes.)
- Any advance publicity about meetings will not refer to the Library except as the location for the meeting. The Library's phone number may not be listed as contact information for the event. Advertisements or announcements implying endorsement by the Library are not permitted and will result in the reservation by the user being canceled and future use prohibited.
- Meetings and reservations may be canceled by the Library without notice in the event of a building emergency, weather related emergency, or similar situation. In the event of cancellation, the Library will notify the designated contact person and provide a refund of the room reservation fee as soon as possible.

Responsibilities

- The individual or group using a Library space is responsible for all cleanup after their event.
 - Tables and floor areas will be clean of food and debris.
 - The responsible person will ensure all garbage is taken out to the dumpster. A limited number of garbage bags will be provided by the library. Additional garbage bags are the responsibility of the individual or group.
 - All tables and chairs will be returned to their original place.
 - The responsible person will be held liable 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 during library hours.
 - The library is not responsible if the key is not picked up during regular library hours. (See After-Hours Staff Assistance)
- The key should be left on the kitchen or Maker Space counter at the conclusion of the event.
 - If the individual or group fails to return the key within the week of the event, a \$25 fee may be charged.
 - If the individual or group fails to return the key within the month, they may be charged for the re-keying of the room.
- The Library assumes no responsibility for private property brought into the building. This includes damage or theft of personal property. Library staff will not move or transport private property. The Library does not provide storage space for property or supplies of Activity Room users.
- Any individual, group, or organization holding a meeting, event or gathering in a Library meeting space must fully release, discharge, indemnify, and defend the Brimfield Public Library District, its officers, agents, and employees from any and all claims from injuries,

including damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting, event, or gathering.

After-Hours Staff Assistance

- After-hours staff assistance is not guaranteed and will only be provided if a staff member is available.
- In the event of an after-hours need, call 309-446-9575, email info@brimfieldlibrary.org, or send a message to the staff through the Brimfield Public Library's Facebook page.
 - Staff are not required to check messages during off-work hours, which may result in a delayed response to a request for assistance.
- If an after-hours visit by a staff member is arranged, a \$75 fee will be required at time of service.

Consequences for Policy Violations

- Failure to comply with this policy and/or Federal, State, or local laws while using the Library's meeting spaces may result in responsibility for payment for necessary repairs, cleanup, maintenance, or related fees and/or the prohibition of further or future use of Library facilities.

Appeals

- Anyone wishing to appeal a decision about fees or meeting space use must make their appeal in writing to the Library Director. The Director's decision is final.

Activity Room Use Policy Approved by the Board of Trustees on April 6, 2015

Updated July 19, 2023, August 19, 2024

Meeting Space Use Policy Modified and Approved by Board of Trustees on April 21, 2025