

FARMINGTON AREA PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

The Farmington Area Public Library District has meeting rooms whose primary purpose is in support of library functions, meetings, and programs. These rooms are available for use by individuals, groups, and organizations

THE FACILITIES

The community meeting room has a comfortable capacity of 48 people in chairs arranged auditorium style or 36 people at tables.

FEES

1. Organizational Events – A donation of \$25 is appreciated at the time of each reservation.
2. Private events (birthday, graduation, shower, etc.) - the cost to use the room is \$25.
3. For building security purposes, there is a fee for events that begin or end outside of regular library hours.
 - a. First hour is \$25
 - b. Any amount of time continuing over one hour is an additional \$25
4. Fees are to be paid in advance.
5. A \$50.00 clean-up fee **may** be imposed on any person/organization if the room is left unclean.

PRIORITIES FOR USE

Priorities for granting use shall be as follows:

1. Farmington Area Public Library District and library affiliated/sponsored groups.
2. Non-profit educational, informational, cultural or civic groups and organizations having at least one adult member who is a library district resident.
3. Private events

GENERAL MEETING ROOM USE RULES

Requests for meeting room use must be made to library staff in advance. Requests may be made up to **90** days in advance. Requests will generally be honored in order of application. Requests for use by the same group more than once each month will only be granted if there are no conflicting requests. An application for meeting room use must be on file.

The contact person for each event is responsible for ensuring that each member of his or her group is aware of and abides by these rules and those set forth in our Patron Conduct Policy.

In accordance with laws 410 ILCS 82/ and 410 ILCS 705/, the use or consumption of any tobacco or cannabis is not permitted in the library or within 15 feet of the building.

Alcoholic beverages are not allowed in any area of the library or library property.

Anyone using the Library Community/Meeting Room will not leave children unattended (without direct adult supervision) at any time during use. Groups younger than 18 years old must have adult supervision who assume responsibility for the group's activities and for the care of property and facilities.

The Library District reserves the right to revise any meeting arrangements scheduled if necessary and to preempt an established reservation upon reasonable notification.

In the event of a building emergency or weather-related emergency, meetings may be canceled.

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.

No publicity for the meeting will involve the library in any way other than as a place of meeting. No individual, group or organization meeting at the library shall use the library as its official address.

No signs, posters, or announcements may be placed anywhere in the building without the express permission of the Library Director.

The person/organization reserving the room will be responsible for any advance preparations and room set-up, and for leaving the facilities in the same order they were before the meeting.

The library does not provide porter service to carry supplies and equipment into the meeting room.

Any person or group using the meeting room will be responsible for the cost of repairing all damage done to library property. No decorations are to be adhered to the walls.

Refreshment supplies such as paper supplies, kitchen utensils, table service and any food or beverages are not provided by the library.

Library District audiovisual equipment may be available for use with proper advance request. Library staff are not available to operate equipment.

The library is not responsible for lost or damaged items used or left in the building by the group. No items may be stored at the library.

Future use of the meeting room may be restricted or denied for any violation of these rules.

USE OF MEETING ROOM FOR ORGANIZATIONAL EVENTS

Organizations not affiliated with the Farmington Area Public Library District may use the meeting room only when all of the following conditions are met:

1. The reservation for the meeting room must be made by a resident of the library district. Exceptions to this may be made by the library director in special cases.
2. Meetings that begin and/or end outside of regular library hours will be approved on a case-by-case basis by the library director depending on the availability of library personnel. Fees will apply.
3. The meeting cannot disrupt the ability of the library to conduct its business in a normal and orderly manner.
4. The meeting is open to the public.
5. The organization assumes all responsibility for set-up and clean-up.
6. Meetings that begin and/or end outside of regular library hours will depend on the availability of library personnel.
7. No fee may be charged, no collection may be taken, and no purchase may be required by those who attend.
8. Groups using the meeting room must comply with all applicable State and Federal laws and regulations – such as hiring an interpreter or providing auxiliary aids required under the Americans with Disability Act when requested by the public.
9. Groups using the meeting room may not discriminate based on race, sex, color, creed, national origin, age, religious belief or handicap, against any person requesting admission to the meeting.
10. The group agrees to indemnify and hold the Library District harmless from all claims, suits, damages costs, losses, and expenses in any manner resulting from or arising out of the group's use of the room. The Library District reserves the right to require a certificate of insurance.
11. Groups agree to pay for any security measures that the Library District or law enforcement officials determine are reasonably required in connection with any meeting proposed by the group. At least 48 hours prior to the meeting, groups shall deposit funds with the Library District, as the Library District reasonably deems necessary considering the relevant circumstances, to cover the cost of such measures.
12. All other rules remain as listed above.

Approved September 13, 2017

Reviewed April 17, 2023

Adopted changes April 22, 2025; February 10, 2026

USE OF MEETING ROOM FOR FAMILY AND SOCIAL EVENTS

The community meeting room may be used for family and social events (birthday, graduation, shower, etc.) under the following conditions:

1. The reservation for the room must be made by a resident of the library district.
2. Events that begin and/or end outside of regular library hours will be approved on a case-by-case basis by the library director depending on the availability of library personnel. Fees will apply
3. The event cannot disrupt the ability of the library to conduct its business in a normal and orderly manner.
4. All other rules remain as listed above.

USE OF DAVID VAUGHN STUDY ROOM

The library has one study room for the use of individuals or small groups. This room is available on a first-come, first-served basis and no reservations may be made, except that library staff may reserve the room for library functions or to accommodate a simultaneous need for meeting space.

The library reserves the right to limit the number of hours any individual or group may use the study room in order to ensure its availability for multiple users or when demand is high.

REVIEW PROCESS

Groups may appeal any decision of the Library District under this Meeting Room Policy to the Board of Trustees.

Such appeal shall be filed in writing with the Library Director within 10 days after notice of the decision is given to the group. Such notice will be deemed to have been given to the group when the decision is personally delivered in writing to group or when notice is sent to the user via first class mail to the registered address.

In the event of such an appeal, the Board of Trustees may hold a hearing for the purpose of hearing evidence relevant to the appeal.

Within 30 days of receipt of the appeal the Board of Trustees will make a final decision regarding the matter.