

**East Peoria Civic Complex Meeting Room Policy
(Adopted by Fondulac District Library Board of Trustees,
and East Peoria City Council**

Purpose:

The City of East Peoria (“City”) and the Fondulac District Library (“Library”), as part of the Civic Complex at the Levee District, have built an Atrium facility with Meeting Rooms for their common use. As a part of their public purpose, the City and Library wish to provide a means by which the Atrium and Meeting Rooms (collectively “Shared Space”) may be provided for use by the public. The following regulations allow for the use of the Shared Space by the public while setting reasonable expectations for use.

Article 1–In General:

1.1 Any of the Shared Space designated as being available may be used at no charge. If food or beverage will be offered or prepared during the use of any of the space, a refundable security and damage deposit of \$250 is required prior to scheduling.

1.2 Reservations for any part of the Shared Space must be made at least 30 days in advance. No individual or group may reserve any of the available Shared Space more than one time in any 30-day period.

1.3 Reservations may be made either through Library staff or City staff.

1.4 The Shared Space is generally available for use during regular service hours on days the Library or City building is open subject to prior reservation of the space by the City or the Library, or restriction of use due to official business.

1.5 Library and City sponsored meetings, activities and programs of the Library's and City's Affiliated Users are given priority in the scheduling of the Shared Space.

1.6 Social gatherings such as birthday parties, bridal or baby showers and similar events of a private nature are not appropriate uses of the Shared Space and are prohibited.

1.7 Political candidates may not utilize the Shared Space for purposes of campaign fundraising.

1.8 Meetings or programs where the purpose includes selling a product, soliciting investments, or raising funds are not appropriate uses of the Shared Space and are prohibited.

1.9 The City and Library reserve the right to deny a use of any of the Shared Space if it is deemed to be similar to any of the prohibited social or profit-making gatherings or

political fundraising referenced above.

1.10 The City and the Library reserve the right to revise any meeting arrangements scheduled if necessary and to preempt established reservations upon reasonable notification to the Users.

1.11 The Shared Space shall not be used in any way that materially interferes with the operation of the Library, meetings or business of the City or any action which causes a threat to the safety of Library or City property or its employees, patrons or guests. In the event of a Library or City building emergency or weather-related emergency, meetings may be canceled.

1.12 Users of the Shared Space shall be in compliance with the Illinois Human Rights Act and may not use the Shared Space in a manner that discriminates on the basis of sex, age, race, color, religion, arrest record, marital status, sexual orientation, pregnancy, physical and mental disability, national origin, ancestry, unfavorable military discharge, military status, sexual harassment, order of protection status, or retaliation for opposing unlawful discrimination.

Article 2–Responsibilities:

2.1 Patrons utilizing the Shared Space (“Users”) will agree that:

- .1** Users may not charge admission fees or take collections and no purchase may be required of those who attend.
- .2** Users of Shared Space Meeting Rooms shall not use the Library or City offices or facilities, including the Shared Space as its official address.
- .3** Storage of items owned by Users using the Public Meeting Rooms will not be permitted.
- .4** Smoking and alcoholic beverages are not allowed (note that only the City or Library may serve alcoholic beverages at official events). Users using the Shared Space 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 at an open meeting.
- .5** Nothing may be affixed to any surfaces of the Shared Space. A fine will be charged and Users agree to pay for any special maintenance required and damages done to the Shared Space as a result of the use.
- .6** Subject to the deposit requirements set forth above, light refreshments may be served upon approval of City or Library staff and must remain in the reserved area of the Shared Space. Tap water is available. Users must

provide all other supplies. An additional fee may be charged to the user if user does not clean up the Shared Space prior to leaving. A small meeting prep room is available to use upon request.

- .7 Users are responsible for the supervision of all children who may accompany its members. Children should remain with the User or be supervised by an adult who must remain with them.
- .8 Library or City staff will not take or deliver messages for meeting participants or other parties.

2.2 Neither the Library nor City assumes responsibility for private property brought into the building. This includes damage or theft of personal property.

2.3 Use of the Shared Space does not constitute Library or City endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted and will result in the reservation by the User being cancelled, and future use of the Shared Space prohibited.

2.4 The contact person for each User is responsible for ensuring that each member of his or her group is aware of and abides by these regulations.

Article 3–Procedure:

3.1 Reservations. Requests for use of a meeting room may be made by filling out a reservation form. The reservation form may be found in PDF format on the Library or City website or requested in person, by telephone, or in writing during normal business hours Monday through Friday at either the main desk at the Library or at City Hall. Applicants will receive a confirmation email once the request has been confirmed. Requests will be honored on a first-come, first-served basis. Please note that City and Library functions and uses take priority over third party reservation requests.

3.2 The City and Library reserve the right to designate which room will be assigned for use or to change the room assignment to coordinate with other uses in the building. The User may request a certain room and that request will be honored whenever possible.

3.3 Each meeting room has a permanent or normal setup arrangement. Users are required to conduct their own room setup if it differs from the normal arrangement and leave the room in the condition it was in prior to their use. Any required rearranging of the room required by City or Library staff due to a deviation from the normal room arrangement will result in a minimum \$25 setup fee being charged to the User.

3.4 Cancellations must be called into the City or Library.

3.5 Users are responsible for notifying the City or Library of cancellations. If a User fails to appear for their scheduled meeting, they forfeit any fees paid at the time of

reservation. If a User fails to appear a second time, their reservation requests for the remainder of the year will not be honored and prepaid funds for future bookings will be refunded.

Article 4– Denial of Use/Special Provisions:

4.1 Future use of meeting rooms may be restricted or denied for any violation of these rules.

4.2 User agrees to pay for any security measures that the City or Library determines are reasonably required in connection with any meeting proposed by the User. At least 48 hours prior to the meeting, user shall deposit such funds with the Library, as the Library reasonably deems necessary in light of the relevant circumstances, to cover the cost of such security measures. If the deposit is not made in a timely fashion the reservation will be cancelled.

4.3 Review Process. A User restricted or prohibited from using part or all of the available Shared Space may appeal any decision of the City staff or Library personnel under this Policy to the Mayor of the City or the Director of the Library.

- .1** Such appeal shall be filed in writing with the Mayor of the City if the decision appealed from is by City staff, or Director of the Library if from Library staff within 10 days after notice of the decision is given to User. Such notice shall be deemed to have been given to the User when the decision is personally delivered in writing to User or when the written notice is sent to user by email or first class mail at the address on file for the User .
- .2** In the event of such an appeal, the Mayor or the Library Director as the case may be shall render a decision which shall be final concerning User’s ability to utilize the Shared Space.

This Policy will be reviewed and revised as necessary by the Board of Trustees of Fondulac District Library and the City of East Peoria.