

## **FONDULAC DISTRICT LIBRARY MEETING ROOM AND STUDY ROOM POLICY**

Use of the library's meeting room spaces, including but not limited to the Kolb Memorial Conference Room and the Story/Craft room, is limited to library-sponsored programs, events, and services, excepting only some intergovernmental uses.

Fondulac District Library and the City of East Peoria, as part of the Civic Complex, have an atrium facility with meeting rooms for their common use. As a part of their public purpose, the City and Library do provide a means by which the Civic Complex atrium and meeting rooms may be provided for use by the public. Please see the East Peoria Civic Complex Meeting Room Policy for more information.

Library study rooms are provided for individual quiet study and for small groups to work together without disturbing other library users. Use of these rooms should be consistent with the objective of the library, which is to provide for all ages, a suitable environment for research, study, reading, learning, and collaborating.

### **STUDY ROOM RESERVATIONS**

Study room use is free of charge. Study rooms may be reserved at the Adult Services Desk by phone or in person by an individual or a representative of a group up to four (4) weeks in advance. Advance reservations are recommended; however, day-of, walk-in requests will be honored depending on room availability. Any individual or group is limited to reserving one (1) room for two (2) consecutive hours per day. Longer reservations may be available at the discretion of the staff. Individuals or groups are limited to having five (5) recorded reservations at one time. Reservations will be held for fifteen (15) minutes past the reservation start time before the room is released and made available to other users.

The library requests that individuals or groups who no longer need a previously made reservation contact the library as soon as possible to cancel the reservation. Reservations may be cancelled at the Adult Services Desk by phone or in person by an individual or a representative of the group. Repeated broken reservations ("no-shows" or cancellations) may result in loss of reservation privileges.

Study rooms may be reserved for two consecutive hours. The length of these sessions may be extended if no following reservations exist and no other patrons are waiting to use the rooms. Extensions must be approved and recorded by library staff at the Adult Services Desk. Individuals or groups using study rooms in extended time must vacate the room within 5 minutes of notification by Library staff.

Users must be age 14 or older to make a reservation as an individual or as a group representative. Users under the age of 14 may not make a reservation as an individual or serve as a group representative. Users under the age of 14 must be accompanied by and have the supervision of a group representative over the age of 14.

Members of a group currently may not make consecutive reservations in order to extend their time.

The library reserves the right to assign specific study rooms and may not be able to accommodate specific room requests.

### **STUDY ROOM USE**

Library use for library-sponsored programs, events, or services is given priority in the scheduling of the study rooms. The Library reserves the right to revise any study room reservations scheduled if necessary and to preempt established reservations with notification to the individual or group.

Individuals or a designated individual of a group (group representative) must check in at the Adult Services Desk to use a study room. Individuals or group representatives must provide identification and contact information. Individuals or group representatives accept responsibility and are liable for the use and condition of the room by all users of the room assigned to them during the reservation time.

Room capacities must be observed.

The fact that a group is permitted to use a library study room does not in any way constitute library endorsement of the group or its policies. No advertisements or announcements implying such endorsements will be permitted.

For-profit organizations or individuals will be permitted to use study rooms for corporate or employee information and training sessions not open to the public or for private tutoring and consultation. If an organization or individual is being

paid for their services, no money may exchange hands while on library property. For-profit organizations or individuals may not promote the library as the location in which they conduct business unless approved by the Library as part of a library-sponsored program, event, or service.

Social gatherings such as birthday parties, bridal or baby showers, playgroups, and similar events of a private nature are not appropriate uses of the study rooms. Political candidates may not utilize the study rooms for purposes of campaign fundraising.

All library policies, including code of conduct and internet use policies, must be observed while using the study rooms.

The library may not be used as a mailing address for individuals or groups meeting at the library. The library does not accept phone calls or messages for patrons.

A vacated or unattended room is considered abandoned after fifteen (15) minutes and may be assigned by library staff to another individual or group. It is recommended that at least one user stay in the room at all times. If all users vacate the room but leave belongings in the room, the library reserves the right to remove unattended belongings after fifteen (15) minutes and assign the room to other individuals or groups.

The library is not responsible for loss or damage to the personal property of individuals or groups using any library facilities. Storage of personal property is not permitted, and personal property may not be left unattended. Library staff cannot 'watch over' or be held responsible for user's property. The library assumes no responsibility for unattended personal belongings.

No food is permitted in the study rooms. Non-alcoholic beverages in covered containers are allowed.

Attaching materials of any kind to the furniture, walls, floors, ceilings, windows, or doors is not allowed. No furniture may be moved in or out of the rooms. Users are responsible for leaving the room, furniture, and equipment in clean condition. Individuals or group representatives will be liable for custodial maintenance or repairs if any damage is done to the premises, furniture, or equipment.

Study rooms are available for reservation when the library opens until fifteen (15) minutes before closing. Study rooms must be vacated of all users and belongings and individuals or group representatives must sign out fifteen (15) minutes before closing.

Study rooms are monitored; library staff have the authority to expel users violating library policies. Staff has discretionary authority to remove users from a study room should behavior be inconsistent with the purpose of the room's use and/or is disruptive to others in the library. The library may also deny access to the study rooms to users that have failed to follow the rules and regulations for the rooms' use. Misuse and/or damage of study rooms and/or failure to abide by rules governing use of study rooms may result in loss of library privileges.

*Approved April 25, 2024*