

Meeting and Study Rooms Policy

The primary purpose of meeting rooms is to promote Monticello-Union Township Public Library services through programs, meetings and other library activities presented by library staff, the Friends of the Library or other organizations affiliated with the library. When a meeting room is not being used for a library activity, the space will be made available. The library may cancel any scheduled event if it conflicts with the operation of the library or if the room is needed for a library sponsored activity. A thirty-day notice will be given when possible before a cancellation or rescheduling is made by the library.

The MUTPL encourages public use of our meeting rooms as gathering places to exchange ideas; access and share information and participate in programs created for public enjoyment, public education and civic engagement. The library offers two (2) meeting rooms for public use: program room and conference room. The meeting rooms will be available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at the library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the library staff or Board of Trustees.

- No products or services may be advertised, solicited or sold in library meeting rooms or on library property. No collections may be taken.
- Alcohol may be served only at adult library sponsored programs. The coordinator of the program will acquire all permits and verify that attendees are of legal drinking age.
- Only events sponsored by the library and the Friends of the Library are permitted to fundraise or have book signings.
- Meeting room programs must not interfere with library operations or cause a disturbance in the library.

Liability

The library assumes no liability for theft or damage to property brought onto library property or for injuries that occur as a result of actions of sponsors or participants during activities taking place in meeting rooms.

The individual or group reserving a meeting room will be held responsible for the order and conduct of the group and for any loss or damage to library property. Young children accompanying adult users of the meeting room shall not be left unattended in the library. Minors are not permitted to use meeting rooms without adult supervision.

Any abuse or misuse of facilities will be sufficient cause to deny the use of library meeting rooms in the future. Persons attending meetings at the library are required to follow the library's rules governing use of the library.

Conditions of Use

- With the exception of library-sponsored programs, meeting rooms may be reserved no earlier than two (2) months in advance.
- MUTPL allows organizations, businesses, and groups to use its public meeting rooms. Nonprofit organizations will not be charged for using the meeting rooms. Any personal, individual, and business meetings consisting of 10 or more people will be charged \$75 for use of the rooms.
- Meeting rooms are available only during these specific times:
 - 10 a.m. - 7:30 p.m. Monday - Thursday
 - 10 a.m. - 4:30 p.m. Friday and Saturday

- Groups are expected to leave the room at the prearranged time. Groups should plan adequate time for set-up and clean-up when scheduling. Rooms must be cleaned and vacated 30 minutes prior to the closing of the library.
- Light refreshments may be served.
- Open flames of any kind are not permitted anywhere in the library building. This includes smoking/vaping, the use of candles, etc.
- The library offers audio-visual equipment for use in the meeting rooms. Please note: groups are responsible for any damage to library equipment. Please call-in advance to ensure availability.
- Rooms are available based on group size:
 - Program Room: Seat up to fifty (50) people. You must have more than ten (10) in attendance to use the program room. Users are responsible for arranging tables and chairs and returning them to the original arrangement. The sink does not have a garbage disposal. Do not place food, paint, or objects down the drain. A clogged sink or other damage done may result in a charge to clear up the plug. Users must remove their own trash or ask staff to place it in the library's dumpster.
 - Conference Room: Reserved for two (2) to fifteen (15) people.
- Reservations may be made in person, by phone, or the library's website. **NOTE:** Library activities (including those sponsored by the Friends of the Library) take precedence in scheduling.
- Cancellations should be made as soon as possible in order to make the space available for others. No refunds will be provided.
- Library personnel have free access to enter any meeting room at any time. The Library Board has vested in Library personnel the authority to supervise meeting room use and to interpret policy; however, final authority rests with the Library Director.
- The library retains the right to deny the space to any user whose planned use of the space does not comply with these terms.

Study Rooms

The MUTPL has two (2) study rooms available for users to reserve for a quiet space. A study room can be reserved in advance at the main circulation desk. There is a time limit of two (2) hours, once a day for use. Study rooms can be reserved for up to 30 days in advance and are available on a first come, first served basis. Library staff can make exceptions for specialized visits. An additional hour can be requested if availability allows.

Conditions of Use

- No fee is charged for the use of the study room.
- Study rooms are available during library service hours and must be exited 30 minutes before closing.
- Rooms are limited to two (2) people per room.
- The library provides a table and two (2) chairs per room.
- Noise level must be kept low.
- The lights must remain on while occupied.
- Non-compliance to the library rules and guidelines could result in suspension of privileges to the study room or the library.

Approved by the MUTPL Board of Trustees January 8, 2024