

## DISCOVERY CENTER MEETING ROOM POLICY

### **Policy Statement**

The Village of Osceola and the Wilberg Memorial Library welcomes the public use of its facilities and meeting rooms located in the Discovery Center. The Village and Library strive to maintain welcoming and inclusive public spaces. Meeting rooms are heavily used, and the Meeting Room Policy aims to support equitable distribution of a shared community resource. Rooms that are available to reserve are the Royal Credit Union Business and Conference Center 205, first floor meeting rooms 105 and 106, and the Senior Center spaces --available to those 55 years of age and older.

Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use and use of the spaces does not constitute the Village or Library endorsement or advocacy of a meeting's content. Meeting room use may include content of an unorthodox, unpopular, or controversial nature.

### **Types of Use**

Meeting rooms are available free of charge for the following groups/individuals:

- Non-profit groups
- Persons volunteering as tutors as part of a non-profit program
- Educational, cultural, civic, political, religious, or professional organizations for which there is no fee or donation request to the public or attendees

Meeting rooms are available for a fee to groups or individuals hosting events:

- For social purposes which include but are not limited to parties
- Promotion or sale of services

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- Fundraising purposes
- Campaigning activities
- Conducting classes for profit
- Events or meetings with a fee or donation request

### Meeting Room Regulations

1. All groups and individuals must abide by the Library User Rights & Responsibility Policy. The Discovery Center is a building shared by the Village Administration, Public Library, and Police Department. Please be respectful of all Library patrons, Village staff, Police staff, and those they serve. If a group or individual does not comply with the Meeting Room Policy, Village, Police, and Library staff reserves the right to cancel any existing reservation or deny use in the future.
2. Meeting rooms are available during building hours: Monday through Thursday 8-7, Friday 8-5, and Saturday 10-3. Reserving a meeting room beyond building hours may result in additional fees.
3. Meeting Room audiovisual equipment is available to groups using the meeting rooms. The Village and Library will not supply an equipment operator. Equipment instructions may be in the rooms. See a member of library staff for more information on equipment before your scheduled reservation.
4. Village and library staff will not set up or arrange furniture or equipment in a meeting room.
5. Possession and/or use of alcoholic beverages, drugs, vaping, or tobacco products is prohibited in the Discovery Center.

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6. Light refreshments are permitted. Garbage should be removed from the building. Rooms must be clean and left in the condition in which they were found. All furniture must be returned to the positions in which they were found.
7. Nothing may be attached to the walls or ceilings of the meeting rooms or common areas.
8. A group or individual must always keep all doors unlocked. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
9. Attendance in meeting rooms is limited to the capacity of the meeting room. Seating and furniture may not be placed in a corridor or outside the meeting room.
10. Notices and advertisements may list the Discovery Center as the location, but they must also clearly identify the program sponsor and not imply Village or Library endorsement or sponsorship.
11. A group or individual may not bring furniture or equipment from the main area of the library into a meeting room.
12. If an emergency should arise that requires the immediate use of one or more meeting rooms, the Village/Library staff reserves the right to override the reservation of a group or individual.
13. You must be at least eighteen years of age to reserve a space. Minors under the age of eighteen may use the meeting rooms with one adult supervisor, who is at least twenty-one years of age, for each six minors, who will assume complete responsibility for the activities and condition of the premises.
14. Any raffles conducted by an organization at the Discovery Center must comply with applicable ordinances and statutes.

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15. Use of the name or address of the Discovery Center or Library as the official address or headquarters of an organization is prohibited.
16. Use of Village and Library telephones for personal calls by members of an organization is not permitted. Village and Library staff will not deliver personal messages to organization members.

### **Loss or Damage**

In the case of vandalism, theft, fire, flood or other natural disaster, the Village/Library is not responsible for loss or damage to the organization's property. However, each organization will promptly pay for any and all damage or injury to or loss of Village/Library property which may occur as a result of the use of the premises.

### **Indemnification of the Village of Osceola**

The Village of Osceola and Wilberg Memorial Library assume no responsibility for non-availability, loss, damage, injury or illness incurred by the users of any Village/Library facilities.

A person or group denied permission to use the meeting room may appeal such denial at the next regularly scheduled meeting of the Village Board or Board of Library Trustees.

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Pricing	Number of Days in Advance that Rooms may be Booked	Rooms 105-106 Hourly Rate	RCU Room 205 Hourly Rate
Community Group/Non-Profit/Government	90 Days	\$0.00	\$0.00
Individuals/Groups for Profit	90 Days	\$10.00	\$20.00

**An additional fee of \$50.00 will be added to individual and for-profit group reservations which extend beyond building hours.** Building hours are Monday-Thursday 8 am-7 pm, Friday 8 am-5 pm, Saturday 10 am-3 pm, and the building is closed on Sundays.

For more information on reserving the rooms in the Senior Center, please see a library staff member.

***Any individual or group which fails to leave the rooms in a satisfactory condition, or damages the premises, may be billed for the cost of damages. If this bill is not paid, the individual or group will not be allowed to use the meeting rooms in the future.***

*This policy is currently in the revision process. Please check with staff or the library website for any changes to the policy.*

## DISCOVERY CENTER MEETING ROOM POLICY

### CONTRACT FOR USE OF THE DISCOVERY CENTER MEETING ROOMS

I \_\_\_\_\_ have read the Discovery Center Meeting Room Policy and agree to its contents.

(Signature)

(Date)

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