



Meeting Room Policy

Policy Statement

The East Moline Public Library offers meeting room space in order to support our mission to provide an environment where the community can come together.

Availability and Use

The rooms are available for reservation when the library is open for business.

- Geraldine A. Baecke Meeting Room Center Combined (seats 40)
- Geraldine A. Baecke Meeting Room Center A (seats 16 Boardroom Style)
- Geraldine A. Baecke Meeting Room Center B (seats 18 Classroom Style)
- Rebecca A. Hoffman Meeting Room (seats 20)
- Small Study Room (seats 8)

The meeting and study rooms may not be used for:

- Fundraising activities (outside of library events)
- Religious services
- Partisan political meetings or rallies
- Commercial meetings in which products or services are solicited
- Any activities that would substantially or materially interfere with library functions.

Guidelines

- Library programs, meetings, and co-sponsored functions are given priority of use.
- Meeting and study rooms must be vacated 10 minutes prior to the library closing.
- Rooms must be returned to their original setups at the conclusion of the reservation.
- Trash and recycling should be placed in the appropriate bin. A broom and vacuum are available upon request.
- Cleaning wipes for tables are available in the Baecke rooms or also by request.
- There is no charge for events or meetings open to the public.
- Private events will be charged a non-refundable \$50 service fee to be paid in person via credit card, check, or cash.
- Assistance with equipment requests should be made at the time of reservation.
- The minimum age to reserve a meeting room is 18. The minimum age to reserve the study room is 13. There must be 1 adult for every 10 children using the meeting rooms. The individual that reserves the room must be present for the entire meeting or event.
- All attendees must adhere to the [Patron Behavior policy](#) and [Internet Policy](#).
- Groups are financially responsible for any damage to or loss of library property.
- The library is not responsible for any items brought into the library by any group or individual attending the meeting.

- All promotional materials and forms of publicity for event or meeting must contain the statement “This is not a library sponsored program.”
- The library’s information may not be used as a point of contact for the group or organization.
- The library requires 24-hour notice for cancellations.
- The library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.
- The library Board reserves the right to request any group change the date or withdraw a scheduled meeting by giving not less than 30 days’ notice.

Long-term Use

Requests for long-term use of meeting spaces will be reviewed by the Board of Directors at their regular monthly meetings.

Approved by the Library Board of Trustees on January 23rd, 2023; Revised March 25, 2024