



# Meeting Room Policy

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## 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 meeting 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)

The study room (seats 8) is available for reservation when the library is open for business. Reservations may be made for a maximum of 2 hours a day. Reservations may be extended for an additional 2 hours at the conclusion of the reservation if the room is available. For a longer reservation period, please reserve a meeting room.

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 23<sup>rd</sup>, 2023; Revised March 25, 2024; Updated November 2024.