



# Meeting and Study Room Policy

---

## Policy Statement

The East Moline Public Library offers meeting room space to support our mission, providing spaces to Learn, Connect, Create, Grow, and Enjoy.

## Availability and Use

Meeting and Study rooms are available for reservation during regular library hours.

### Geraldine A. Baecke Meeting Room

- Side A (seats 16 Boardroom Style)
- Side B (seats 18 Classroom Style)
- Combined (seats 40)
- May be reserved up to 60 days in advance
- May be reserved up to a full day
- Must be 18 years of age to reserve

### Study Room

- Seats 8
- May be reserved for up to two hours a day
- Must be 13 years of age to reserve

### Rebecca A. Hoffman Special Collections Room

- Seats 8 (4 tables on wheels)
- May be reserved for up to two hours a day
- Must be 18 years of age to reserve
- No food or drink allowed
- Ideal for research, study groups, scanning, and viewing special collection materials
- This room is not private and may experience interruptions from patrons using the scanner or accessing special collection materials.

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.
- In most instances there is no charge for use of meetings rooms.
- Businesses interested in reserving a room to sell goods or services must be approved by the Library Director and will be charged a \$50 fee for each reservation made.
- Assistance with equipment requests should be made at the time of reservation.
- 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 Director 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; Updated March 23, 2026