

**IDA PUBLIC  
LIBRARY MEETING  
ROOM POLICY**

**SCHEDULING**

- The Ida Public Library Meeting Room can be scheduled for use Monday-Thursday 10am-7pm; Friday and Saturday 10am- 4pm. Time reserved includes set up and clean up, groups will not be allowed into the Meeting Room before their reserved time.
- Library programming will take priority over non-library groups.
- You may make a reservation 3 months in advance but no less than 1 month before your event.
- The Meeting Room may be reserved by non-profit organizations, for-profit organizations, and private parties.
- To reserve the Meeting Room, please contact the Library Director at 815-544-3838.
- The Board Room is for library use only
- Maximum occupancy for the Meeting Room is up to 30 people with tables and chairs or up to 50 people with just chairs. A fine of \$400.00 will apply for exceeding the maximum occupancy.

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**FEES**

- The Meeting Room may be reserved with a \$50 deposit, which will be applied to the total fee.
- The Meeting Room fee is \$50 for meetings up to 4 hours. The fee for meetings lasting from 4-6 hours is an additional \$25 with advance notification to the Library Director. Meetings lasting longer than 6 hours will be up to the discretion of the Library Director.
- Permission from Library Director will need to be obtained beforehand to go outside of library hours. Additional fee of \$30 per hour will apply for before/after hours reservations.
- All fees/deposits must be paid to the Library Director at least three (3) days prior to the scheduled meeting.
- Fees/deposits will be forfeited if meeting is cancelled without notifying the Library at least 24 hours in advance.
- Meetings will be canceled if fees/deposits are not submitted at least three (3) days prior to the schedule meeting.
- Library technical equipment (projector, laptop, DVD player, sound system) is available for \$25 fee.

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**RULES**

- All Library rules and regulations must be followed during meetings.
- Groups using the meeting room are required to meet the requirements of the Americans with Disabilities Act.
- Organizations will do their own set up/tear down including clean up. Staff may be available for set up or tear down for additional \$25 fee or \$50 for both.
- Ida Public Library is not liable for any loss, damages, or harm done to persons or property during the use of the Meeting Room.
- A responsible party for the organization must sign in/out, be at least 21 years of age and must be present during the duration of the meeting.
- Food/drink is permitted in the Meeting Room; **however, no alcohol will be permitted.**
- The Meeting Room must be clean and returned back to its original set up. Any damage done to the Meeting Room will be billed to the responsible party.
- A copy of this agreement will be made for your records.
- For insurance purposes, a sign in record with all participants names must be turned in to the Library Director at the meeting end.

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**MEETING ROOM RESERVATION FORM**

BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ THE ABOVE INFORMATION AND YOU AGREE TO BE RESPONSIBLE FOR ANY DAMAGES AND/OR FINES INCURRED DURING YOUR ORGANIZATION'S MEETING.

Organization/Name of the Event:

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Responsible party first/last name and phone number:

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Signature and Date: \_\_\_\_\_

Number in attendance: \_\_\_\_\_

Created 09/19/2018

Updated 06/22/2023

Adopted by Library Board 06/27/2023