

Oakwood Public Library District
The Lester and Jean Wolfe Conference Room Policy
217-354-4777

General Objectives:

Democracy cannot flourish under repression or elimination of information and a free flow of ideas. The Oakwood Public Library District endorses and supports the American Library Association Bill of Rights.

Non-Profit Organizations:

1. Meetings must be open to the general public. No admission may be charged, no collections may be taken and nothing may be sold or solicited for profit. However, regular club dues may be collected.
2. The Meeting Room will be available at the discretion of the Library Director and the board of trustees.
3. The use of sound amplification systems is prohibited.
4. Maximum capacity of the room is 50.
5. Permission to use the room does not constitute an endorsement of the users or their beliefs by the Library Staff or Board of Trustees. No advertisement or announcement implying such endorsement is permitted. No organization meeting at the library shall use the library as its official address. Storage of goods by organizations using the Meeting Room is prohibited.
6. Non-Profit groups using the Meeting Room whose meetings extend beyond the library's closing hour will be assessed a fee for maintenance and security of the building.
7. The library will arrange the Meeting Room according to the needs of the group whenever possible.
8. Activities conducted at meetings must not violate any federal, state, or local law, ordinance, or regulation. It must not cause any increased risk of injury to persons or property, including but not limited to open flames.
9. Groups will leave the Meeting Room in the same condition in which they found it. They must pay the cost for repair of any damages to the library or the cost of any special cleaning of the facility.
10. Groups shall refrain from excessive noise and must not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations
11. Youth organizations using the Meeting Room must have at least one adult present at all times.
12. The library assumes no responsibility whatsoever for personal injury to any person or damage to the property of others.
13. Light refreshments or box lunches may be served if permission is granted at the time of application. No hot food is permitted. Organizations are required to provide any and all accompanying supplies.
14. Smoking and alcohol is not permitted anywhere in the building.

For-Profit organizations and Individuals:

1. All above responsibilities.
2. Fee schedule provided to the for-profit groups and individuals.
3. Exceptions can be made at the discretion of the Library Director.

Reservations:

Reservations for the Meeting Room must be made in writing and are made through the Library Director's office. Forty-eight hour minimum advance notice is required for reservations. Reservations may be made as far out as four months in advance, pending availability. The Meeting Room may be reserved for a maximum of six hours a day. No group may reserve the Meeting Room for more 26 dates in one year or for more than four days in a single month. All requests for reservations must clearly describe the proposed use of the facility.

Please note:

1. Library programs will be given first priority in reserving the Meeting Room.
2. Twenty-four hour notice required for cancellation, without charge.
3. The library reserves the right to revoke meeting room privileges at any time for infringement of library policies and practices or in the case of acts beyond the library's control.

Fees:

Non-profit groups shall be free during the hours the library is open. \$25.00 an hour (or part of an hour) will be charged for use outside of normal hours of operation.

For-Profit groups and individuals will be charged \$25.00 an hour (or part of an hour) with the fee paid in advance.

Amended and Approved: March 8, 2005

Reviewed: 2011

Revised: September 8, 2015

Reviewed: 2018