

The Moline Public Library welcomes the use of its meeting rooms by nonprofit organizations engaged in informational, educational, cultural, civic, and recreational activities. Staff meetings and workshops for local for-profit and commercial organizations are also permitted with the approval of library administration. Private parties and social events may be allowed with the approval of library administration.

Public meeting rooms are not available for use for:

- Commercial purposes, solicitation, or fundraising (library sponsored events are exempt)
- Political events such as advocating for or against a particular candidate, ballot issue or position
- Worship Services or religious proselytizing
- Programs not suitable for the facilities of the Moline Public Library

With the exception of official Moline Public Library sponsored events, nonprofit organizations using the meeting room facilities of the Moline Public Library must allow all meetings to be open to the public. **No admission fees may be charged by any organization using the meeting rooms.**

### **Facilities**

The Moline Public Library offers meeting rooms of varying size and accommodations for use by the public. Meeting rooms are available for use from 8:00 a.m. until 7:30 p.m. Monday through Thursday and 9:00 a.m. until 5:00 p.m. on Friday and Saturday. On Saturday, the Moline Public Library can accommodate only one meeting per day, per room. –After hours or for Sunday meetings, reservations are permissible upon approval of Library Administration.

### **General**

All attendees are subject to the Moline Public Library’s Disruptive Behavior Policy and the Unattended Children’s Policy. Moline Public Library Staff will interrupt the meeting if guidelines are not being followed.

Alcohol is only permitted in the Moline Public Library at the discretion of the Library Director and in accordance with the City of Moline Code of Ordinance (section 4-3311, Special Event License.)

Technical support is only provided for A/V or electronic equipment owned by the Moline Public Library.

Refreshments are permitted in the meeting rooms. The public meeting rooms and kitchenette must be left in the condition in which they were found. Facilities will be inspected after each meeting. **A fee of \$25.00 will be charged to users for any special cleaning as determined by the Moline Public Library Administration.**

Time for meeting setup and cleanup must be included in the reservation time scheduled. Access to the meeting rooms before or after scheduled time may not be permitted.

Meeting rooms must be vacated 30 minutes prior to Moline Public Library closing.

Organizational leadership must ensure that all meeting attendees are aware of the guidelines detailed in the Moline Public Library Meeting Room Policy.

All organizations and groups must agree to provide any special accommodations that are requested in accordance with the Americans with Disabilities Act.

The Moline Public Library reserves the right to review each prospective use and determine whether that falls within the Moline Public Library meeting room guidelines. Use of the meeting rooms may be prohibited or terminated at any time if the conduct of the group interferes with staff work, patron use of the Moline Public Library, or is abusive or dangerous to the building, Moline Public Library materials, exhibits, furnishings or individuals in the building.

Moline Public Library staff must be allowed access to the meeting rooms at any time.

Permission to use a Library meeting room does not imply Library endorsement of the aims, policies, or activities of any group or organization.

## Reservation Fees

A basic rental rate applies for each hour for each room.

	- Nonprofit Hourly Rate		For-Profit or Private Hourly Rate	
Gold Room	\$10.00		\$30.00	
Silver Room	\$10.00		\$30.00	
Bronze Room	\$10.00		\$30.00	
Gold+Silver Room	\$20.00		\$60.00	
Silver+Bronze Room	\$20.00		\$60.00	
Full Room	\$30.00		\$90.00	
Platinum Room	\$10.00		\$30.00	
Piano	\$25 per use		\$25 per use	

### Available Setup Options and Capacities

	Chairs Only/Theater	Classroom	U-shape with tables	Table in a square
Gold Room	40	24	16	20
Silver Room	40	24	16	20
Bronze Room	40	24	16	20
Gold + Silver Room	80	48	22	28
Silver + Bronze Room	80	48	22	28
Full Room	150	80	Please inquire	Please inquire
Platinum Room	Setup not available, maximum 12	Setup not available, maximum 12	Setup not available, maximum 12	Setup not available, maximum 12

Reservations may be made with the Moline Public Library in person, via phone, or online through the meeting room reservation software.

Reservations must be made at least 24 hours in advance. With the exception of official Moline Public Library-sponsored events, meeting rooms will not be reserved more than six months in advance.

Priority in reservations will be given to meetings or programs of the Moline Public Library Board of Directors and Moline Public Library sponsored and/or related meetings or programs. Should a scheduling conflict occur, an organization will receive as much notice as possible in order to reschedule.

Payment for meeting room or piano fee is due at the time the reservation is made. Payments can be made through the meeting room reservation software, in person, or over the phone with library staff. A projector and/or laptop may be requested in conjunction with a paid reservation more than 48 hours in advance of a meeting. The Moline Public Library accepts cash, check and credit cards as methods of payment.

Private events or for-profit organizations using meeting rooms for educational purposes such as seminars or informational meetings must pay the for-profit rental rate. The Moline Public Library reserves the right to request proof of nonprofit qualifications.

The Moline Public Library offers study rooms in both the adult and children's departments. Rooms range in size between two and six persons. No reservations will be taken for these rooms. Study room use may be limited to 2 hours when others are waiting. Users of study rooms must adhere to the guidelines of all applicable library policies.

### **Cancellations**

Cancellations must be reported at least 48 hours in advance, freeing rooms for other reservations. Refunds will be issued for cancellations made 48 hours or more in advance; refunds will not be issued for no-shows or cancellations received-less than 48 hours in advance.

### **Piano Guidelines**

- The piano, a gift from the Friends of the Moline Public Library, is available for public use in conjunction with programs, recitals, and special events for a fee of \$25.
- The piano is not available for practice by the general public.
- A fee of \$125 will be charged if a user wishes to have the piano tuned.
- Tuning will be done by a Moline Public Library approved technician. Payment for tuning must be made at the time of meeting room reservation. Scheduling of the tuning will be at the convenience of the Library, in consultation with the user as far as is feasible.
- Only Moline Public Library Staff are allowed to move the piano.
- No food or drinks will be used in the vicinity of the piano. No cups, glasses, etc., will be placed on the piano at any time.
- Users will be responsible for any damage incurred to the piano or the bench beyond natural wear and tear.

### **Damages**

The organization and its representative will be held financially responsible for any damage to library property incurred while renting a meeting room.

### **Publicity**

Each group is responsible for its own publicity. Any printed publicity must include the statement: “This program is not sponsored or endorsed by the Moline Public Library.” Publicity is not to include the Library’s telephone number, nor may the Library’s name and address be used as a mailing address.

Moline Public Library appropriate flyers and brochures promoting an event may be left with library staff for display in the customer service area. Brochures and flyers will be put out as space permits and must adhere to the library’s Exhibits and Public Information Policy. Approved posters promoting an event may be posted in the display case outside the Gold Room as space permits.

*Board Approved 05/98  
Reviewed and Revised 5/17*

*Next Review Date 5/20*