



Meeting Room Policy

The Moline Public Library welcomes the use of its meeting rooms by non-profit 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:

- Business activities such as sales promotions
- Political campaigns, rallies or religious services
- Programs not suitable for the facilities of the Moline Public Library

With the exception of official Moline Public Library sponsored events and City business, non-profit 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 30 minutes before closing Monday through Friday and 9:00 a.m. to 4:30 p.m. on Saturday. On Saturday, the Moline Public Library can accommodate only one meeting per day, per room. Any other time, whether after hours or for Sunday meetings, reservations are permissible upon approval of Library Administration.

Application and Fees

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

	Non Profit Hourly Rate	Non-Profit Daily Rate	Commercial or Private Hourly Rate	Commercial or Private Daily Rate
Gold Room	\$10.00	\$50.00	\$25.00	\$150.00
Silver Room	\$10.00	\$50.00	\$25.00	\$150.00
Bronze Room	\$10.00	\$50.00	\$25.00	\$150.00
Gold+Silver Room	\$20.00	\$100.00	\$50.00	\$300.00
Silver+Bronze Room	\$20.00	\$100.00	\$50.00	\$300.00
Full Room	\$30.00	\$150.00	\$75.00	\$450.00
Platinum Room	\$10.00	\$50.00	\$25.00	\$150.00
Kitchen	\$25 per use	\$25 per use	\$25 per use	\$25 per use
Laptop	\$25 per use	\$25 per use	\$25 per use	\$25 per use
Projector	\$25 per use	\$25 per use	\$25 per use	\$25 per use
Piano	\$50 per use	\$50 per use	\$50 per use	\$50 per use

Setup Options and Capacity

	Chairs Only/Theater	Classroom	U-shape with tables	Table in a circle
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

Before a reservation is considered complete, a group representative must do the following:

1. Complete, sign, and file a public meeting room application with the Moline Public Library or submit an application online via the Library website at www.molinelibrary.com. Applications must be updated yearly or when representatives change.
2. Pay any applicable meeting room usage fees. The Moline Public Library accepts cash, check and credit cards as methods of payment.

Depending on availability, the Gold, Silver and Bronze Rooms can be opened into one large meeting room. Also depending on availability, a combination of the Gold Room and Silver Room or the Silver and Bronze Room can be reserved as well. A kitchenette is available for use with any reservation combination that includes the Gold Room. Organizations using the meeting room kitchenette are expected to provide their own dishes and utensils and to leave the kitchen in order at the end of the meeting.

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. Users of study rooms must adhere to the guidelines of all applicable library policies.

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 \$50.
- 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.

Availability

With the exception of official Moline Public Library-sponsored events and City business, meeting rooms will not be reserved more than six months in advance.

Priority in scheduling 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.

The Moline Public Library reserves the right to request proof of non-profit qualifications.

Private Events

The meeting rooms at Moline Public Library are available to rent for private events (birthday parties, etc.) which are appropriate for the space requested. Authorized events must be held during normal meeting room hours and must not disrupt or disturb the Moline Public Library's public service areas. Moline Public Library staff must be allowed access to the meeting rooms during a private or social event.

Physical setup, tear down and cleaning of the meeting room for a private event is the responsibility of the renter. Time to do so should be included in a reservation. Rental fees for private events are the same as those for commercial or for-profit organizations.

Cancellations

Cancellations must be reported at least 48 hours in advance, freeing rooms for other reservations. Cancellations of less than 48 hours in advance will result in 100% charge.

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 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. Approved posters promoting an event may be posted in the display case outside the Gold Room as space permits.

General

Patrons 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.

The use of tobacco or tobacco products is not permitted.

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.

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.**

Refreshments are permitted with prior permission of Moline Public Library Administration. If a group needs to make coffee or do other set up, it should include this time in its reservation and schedule. Please allow time after the meeting to clean up.

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

Children eight (8) years old and younger may not be left unattended in the Moline Public Library while parents or guardians are in meetings. Moline Public Library staff will interrupt the meeting if unattended children are causing problems for other library patrons.

Moline Public Library staff cannot page persons attending a meeting. Only emergency messages will be taken. A courtesy telephone is available for use in the lobby.

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.

This policy will be reviewed semi-annually to continue to evaluate effectiveness.

*Board Approved 05/98
Reviewed and Revised 01/11*

Next Review Date 07/11