Poplar Creek Public Library District
Meeting Room Reservation and Rental Policy

The Poplar Creek Public Library District (PCPLD) has three meeting rooms available for public use (Meeting Rooms 1, 2 & 3). These spaces are available for use by others when not needed for Library programs, meetings, activities, events, or its business. All other groups will be given consideration on a first-come/first-served basis. Meeting Rooms are available to all PCPLD organizations and local units of government, regardless of the beliefs or affiliations of the group. See the meeting room application for arrangements and capacities of each room.

PURPOSE & ACCESS

- Meeting rooms are offered as a public service to support educational, civic, and cultural uses, consistent with the ALA Bill of Rights.
- Priority for reserving the use of the meeting rooms is given in the following order, and fees are assigned by category:
    1. Library-sponsored programs, events, and meetings.
    2. Governmental organizations, agencies, and non-profit civic groups serving the residents of the library district.
    3. Organizations or private groups located within the library district.
    4. Residents in the library district for private uses, such as parties and for-profit meetings.
    5. Businesses located within the library district.
    6. Businesses and organizations not located within the library district.

FEES

- Please see the chart on page four for applicable fees.
- A signed contract and full payment must be made within 72 hours of the room request to secure the reservation, or the event will be considered cancelled.
- Groups that exceed their reserved time or remain in the building after the library has closed will be charged for an additional hour at the commercial rate, on top of the standard hourly fee.
- Rented equipment may only be used within the meeting rooms and is not allowed outside of those spaces.
- Groups are responsible for operating any equipment they plan to use during their event. However, staff assistance with equipment may be arranged in advance for a fee of $50 per hour.
- A kitchenette is available in Meeting Room 1 for groups to use at an additional charge of $35.00.
- A laptop and projector are available for group use at an additional cost of $50.00. Use of library equipment must be requested and approved in advance.
- A flatbed cart may be provided at no cost, pending availability and with advance request.

ELIGIBILITY

Reservations must be made in advance by phone or in person by an adult member of the group, 18 years of age or older, with a valid Poplar Creek Public Library card. The person submitting the application will serve as the primary contact and must be present during the scheduled room use. Eligible groups may reserve rooms 60 days in advance. Reservations are nontransferable. Exceptions may be made at the discretion of the Library's Executive Director or designee.

ENDORSEMENT

Permission to use the meeting rooms does not in any way constitute an endorsement of the groups' policies and/or beliefs. The library does not provide marketing/promotional materials for any non-library events. Promotion or advertising of a non-library program should only include the library's

name and address, but not the library's telephone number. All press releases, promotional materials, and other forms of publicity produced by the booking organization must contain the following statement**: "The Poplar Creek Public Library offers meeting room space as a community service. The library does not endorse or sponsor the event, presenter, or organization using the space."** Failure to include this statement may result in cancellation of the reservation. No organization may use PCPLD as its official address.

FOOD & BEVERAGES

- Groups approved to use the kitchenette area may furnish their own light refreshments (i.e. individually wrapped snacks, sandwiches, vegetable trays with dip, etc.) along with any necessary supplies such as plates, napkins, utensils, etc.)
- No food preparation is allowed without prior approval and proper food handling certification.
- Open flames, including candles, sterno, or any cooking or heating devices using fire, are strictly prohibited in all library meeting rooms. Exceptions may be made for library-sponsored programs that involve supervised cooking demonstrations, with prior written approval from Library Administration.

RESTRICTIONS

The following conditions apply to public meeting room use:

- Meetings may not disrupt Library users or staff. PCPLD reserves the right to terminate meetings that disrupt or interfere with normal library operations.
- If alcohol is to be served, prior written approval must be obtained from the Library District, and the event must meet the criteria outlined in Illinois law (235 ILCS 5/6-15), which permits service only during library-sponsored fundraising, cultural, or educational events. Proof of appropriate dram shop liability insurance must be provided in advance.
- Children and youth groups must be supervised by a responsible adult aged 18 or older while using the meeting rooms. One adult is required for every eight children in the group.
- Rooms must be vacated at least 30 minutes prior to the library's closing time.
- Nails, tape, thumbtacks, or other fasteners may not be used to attach anything, including posters or other paraphernalia, to the structure, walls, or furnishings.
- Glitter, confetti, or helium balloons may not be used. Exceptions may be made at the discretion of the library's Executive Director or designee.

CANCELLATIONS

The contact person is the only person authorized to make changes to room reservations, including cancellations. Cancellations may not be rescinded. Groups that fail to give cancellation notices will have their reservation rights suspended.

PCPLD reserves the right to postpone, cancel, or reschedule any scheduled meetings to accommodate library meetings, events, or unforeseen emergencies. The library will make every reasonable effort to contact the group and reschedule the reservation.

ACCESS TO MEETINGS

Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations. Groups may not block off windows or lock meeting room doors. No organization or group may charge admission to those attending a meeting or function unless funds are being raised for the library.

Activities held in the library are subject to the requirements of the Americans with Disabilities Act (ADA). Groups and organizations must comply with applicable ADA requirements when using library meeting rooms.

LIABILITY

Individuals and organizations using meeting rooms shall indemnify and hold harmless the Poplar Creek Public Library District, its Board of Trustees and employees, from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization or individual's use of the facility.

Meeting rooms must be left clean and in good condition. Groups failing to leave the facility in proper order may be denied future requests. Organizations or individuals using meeting rooms agree to pay for all damages and losses associated with the meeting in regards to the library building, contents, and equipment. A $75 fee will be charged if the room is not returned to the same condition in which it was provided. The library is not responsible for the equipment, materials, or personal possessions of meeting attendees.

If on the advice of law enforcement professionals, the library staff or board determines that a reasonable possibility of a threat to the safety of Library staff, customers, or members of the public might occur, based on prior experience of the group or speaker at this Library or at other occasions where a group had held meetings which have been disruptive or had a potential for violence, the following shall be required:
The individual group reserving the meeting room shall be required to pay in advance by cashier's check the reasonable estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room will obtain a special event policy for $1,000,000 for injury or damage to property occurring at the meeting.

Poplar Creek Public Library District
Meeting Room Reservation and Rental Policy

	Meeting Room 1	Meeting Room 2	Meeting Room 3	Meeting Rooms 2 & 3 Combined
Category 1: Governmental organizations, agencies, schools, and local community groups serving the residents of the library district.	• First 2 hrs. free • $20 each addt'l hour • After hours: $50 per hr.	• First 2 hrs. free • $10 each addt'l hour • After hours: $25 per hr.	• First 2 hrs. free • $10 each addt'l hour • After hours: $25 per hr.	• First 2 hrs. free • $20 each addt'l hour • After hours: $50 per hr.
Category 2: Non-profit organizations with state or national affiliation or Civic Groups (Requires a 501(c)(3) or other exempt status. Resident card holders for private meetings and study.	• $35 for first 2 hrs. • $20 each addt'l hour • After hours: $65 per hr.	• $25 for first 2 hrs. • $10 each addt'l hour • After hours: $50 per hr.	• $25 for first 2 hrs. • $10 each addt'l hour • After hours: $50 per hour	• $35 for first 2 hrs. • $20 each addt'l hour • After hours: $65 per hour
Category 3: Commercial use and residents in the library district for private uses such as parties and for-profit meetings	• $150 for first 2 hrs. • $80 each addt'l hour • After hours: $150 per hr.	• $125 for first 2 hrs. • $40 each addt'l hour • After hours: $100 per hr.	• $125 for first 2 hrs. • $40 each addt'l hour • After hours: $100 per hr.	• $150 for first 2 hrs. • $80 each addt'l hour • After hours: $150 per hr.

Approved by the PCPLD Board of Trustees June 16, 2016; May 18, 2017; Updated April 19, 2018; Updated July 17, 2025.