



Meeting Room Policy

The Moline Public Library makes its meeting rooms available as “designated and limited public forums” for meetings and programs conducted by outside individuals and organizations on the subjects of educational, cultural, civic, or governmental activities. The Library reserves the right to decline requests to use its meeting rooms that do not align with this policy. Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by the Library of a person’s or group’s policies, beliefs or activities. The Library is not responsible for promoting or publicizing events hosted by outside groups in the Library’s meeting room. Organizations are solely responsible for promoting their events. All advertising for an outside group’s event using a meeting room must be approved by the Library. The following statement must be placed on all publicity that is distributed for programs booked in the Library’s meeting rooms: **“This program is neither sponsored nor endorsed by the Moline Public Library. The Library is not responsible for the information presented in this program.”**

Public meeting rooms are not available for use for:

- Commercial purposes, donation solicitation, or fundraising
- Political events including, but not limited to, political rallies, fundraisers, electioneering events, including, but not limited to, supporting or opposing a candidate or candidates for office, a ballot issue, position, or a question of public policy
- Religious worship services or proselytizing
- Meetings or events of a primarily commercial nature, including, but not limited to the sale, advertising, solicitation, or promotion of products or services
- Gambling or other illegal activities
- Programs or purposes prohibited by or inconsistent with this policy

The Moline Public Library offers meeting rooms of varying size and accommodations for use by the public. Reservation times can be found on the library’s website and the room reservation software.

Meeting Rooms

No admission fees may be charged by any organization using the meeting rooms.

Alcohol is prohibited in the Moline Public Library, including the meeting rooms, unless approved by the Board of Trustees with a minimum 30 days prior notice.

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 kitchen must be left in the condition in which they were found. Facilities will be inspected after each meeting. **A fee of \$25.00 per hour will be charged to users for any special cleaning as determined by the Moline Public Library Administration.**

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

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 adhere to the guidelines detailed in the Moline Public Library Meeting Room Policy, Disruptive Behavior Policy and Unattended Children Policy. 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.

Reservations and Payments

A rental rate applies for each hour for each room, based on an organization's nonprofit or for-profit status. Rental rates are posted on the library's [web site](#) and [room reservation software](#).

Room setup options are available on the library's [website](#) and [room reservation software](#). Alternative room setup options are the responsibility of the organization.

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 48 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. The Moline Public Library accepts cash, check and credit cards as methods of payment.

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.

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 specific events for a fee of \$25.
- The piano is not available for practice by the general public.
- An additional 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 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.

Study Rooms

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.

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