



STATEMENT OF POLICY FOR USE OF MEETING ROOMS

Meeting Room Usage

The Decatur Public Library welcomes the use of its meeting rooms.

The meeting spaces in the Library are available to patrons, groups, and organizations for events and activities that are in accord with the mission of the Library. The Library reserves the right to deny reservations based on compatibility with the Library's mission and/or a conflict with Library operations. Use of Library spaces does not constitute Library endorsement of viewpoints expressed by program organizers and/or participants in the program.

Failure to abide by the following policies may jeopardize future meeting room use.

Not-for-profit, community, and government organizations with offices in Macon County will not be charged a fee for the first three hours of a reservation. They will be charged \$25 per hour for each hour after the first three hours. These fees will apply to all reservations made after January 1, 2025.

Any business or not-for-profit, community, or government organization with offices outside of Macon County will be charged according to the fee schedule on Page 4.

Groups/organizations may use the meeting rooms up to twice per month.

Organizations will not be charged a fee for events planned and/or promoted in conjunction with Decatur Public Library.

The meeting spaces are not available for private parties or social events.

The Library and its affiliates have priority to use the meeting spaces. Requests will be considered in the order in which they are received. The Library reserves the right to cancel reservations when the meeting spaces are needed for Library purposes.

There shall be no admission charges, no solicitation for donations, or selling of products or services at the meetings. However, if the room is reserved for a presentation by an author, they may request approval to sell their own published works.

The meeting rooms include tables and chairs, but organizations are responsible for the preferred arrangement. Set-up, clean-up, and vacating of the meeting spaces must be completed within the approved reservation time.

Groups may request a special room configuration by library staff for a fee of \$25. (Exceptions for individuals with disabilities are available upon request when requesting the room reservation.) This set-up fee is in addition to any other fees that may be required for the reservation.

Meeting Room Application Process

- Requests must be made at least one week in advance.
- Requests must be submitted using the [Meeting Room Application](#).
- Meeting rooms can be booked tentatively, up to 1 year in advance, by phone or email, but the completed application with payment must be returned within 5 business days of the initial booking request, or the booking may be cancelled.
- Payment of the fee must be made before the day of the reservation. An invoice is available upon request.

Meeting Room Expectations

Most meeting rooms are available during regular library hours, from the time the library is open, until 30 minutes before the library closing time. The Library Board room and Gates Computer Lab are only available Monday through Friday from the time the library opens through 4:30 p.m. Only with prior approval, groups may enter the library no more than 15 minutes before the library opens to set up for their event. This time is considered as a part of the reservation time.

If a group is more than 15 minutes late to a reservation and/or leaves the meeting space for more than 15 minutes without prior arrangement, the library may cancel the reservation. Cancellations must be more than 24 hours in advance. If a group, no-shows, without notification, the full room rate will be charged.

The Library reserves the right to cancel a meeting space reservation because of weather-related or building emergencies.

Meeting attendees are subject to all Library Policies including Library Use Guidelines and Internet and Computers Policies.

Patrons using the meeting spaces must comply with all applicable local, state, and federal laws.

The meeting spaces should be left in the same condition in which they were found. All patrons are responsible for reimbursing the Library for any damages, unusual cleaning expenses, or security

measures related to the meeting. A \$50 cleaning fee will be assessed if the space requires extensive cleaning at the discretion of the City Librarian or his or her designee.

Candles, any open flames, smoking, vaping, and alcohol are prohibited.

No tacks, nails, staples, tape, or any type of adhesive are to be placed in or on any library surfaces.

The group/organization is responsible for the supervision of all children who may be participating in the meeting or may accompany its meeting attendees. Children should remain with the group or be supervised by an adult who must remain with them.

The Library assumes no responsibility for private/personal belongings left in meeting rooms.

The Library assumes no responsibility for personal injury to any person or damage to the property of others.

When issuing posters, press releases, or other publicity, groups should make clear that programs are not sponsored, co-sponsored, or approved by the Library.

Meetings that become disruptive to other Library operations must end immediately.

The Library staff may monitor the use of the meeting spaces and enforce library policies.

Patrons using the meeting spaces shall agree to indemnify, save harmless and defend the Decatur Public Library Board of Library Trustees, in Decatur, Macon County, Illinois, the City of Decatur and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the use of the Decatur Public Library's meeting room and other facilities.

An organization not abiding by the regulations and policies governing the use of the meeting rooms may lose their privilege of use in the future.

Approved by the Decatur Public Library Board of Trustees March 19, 2015. Amended August 17, 2017. Amended June 18, 2020. Amended April 15, 2021. Amended April 18, 2024. Effective January 1, 2025. Amended December 12, 2024. Effective January 1, 2025

Fee Schedule - Non-Profit or Community-based Group Fee Schedule, within Macon County

Nonprofit or Community-based groups: First three hours of a reservation	No Charge
Nonprofit or Community-based groups: Each hour after the first three of a	\$25 per hour

reservation	
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Fee Schedule - Any business or not-for-profit, community, or government organization with offices outside of Macon County

Room rentals are in four-hour increments only, with a minimum of 4 hours.

Meeting Room	Seats	4 Hour Fee	8 Hour Fee
Elizabeth Madden Auditorium	150	\$100	\$200
A. E. Staley Jr. Manufacturing Company Conference Room	25	\$60	\$120
Computer Lab	11	\$50	\$100
Board Room	15	\$40	\$80
Children's Auditorium	75	\$60	\$120

Additional Fees

Room Configuration Set Up (See Page 1) - \$25

Extensive Cleaning Fee (See Page 3) - \$50

Approved by the Decatur

Public Library Board of Trustees

March 19, 2015

Amended August 17, 2017

Amended December 12, 2024

Amended February 20, 2025