

Meeting Room Public Use Policy

1. When not being used by the library or its partner organizations or governmental agencies, the library has meeting rooms available for use by in-district groups.
2. The meeting rooms are not available for activities that are by their nature disruptive to the library routine (e.g. loud rallies, ceremonies or social gatherings).
3. All rooms are handicapped accessible. Public restrooms and a vending area are nearby.
4. Attendance is limited according to posted occupancy limits which are available at the time of reserving the room. These limits are set and enforced by the Mundelein Fire Department and are based on the size of the room used and the furnishings.
5. Room set-up arrangements must be made at the time of reservation and are limited to those listed under the room's profile.
6. Groups are responsible for their own publicity. All advertisements must clearly state the following:

Fremont Public Library provides meeting room space as a community service. The Library neither sponsors nor endorses this event nor the presenting individual(s) or organization(s).

Available Meeting Rooms: Listed in Appendix A. Some accessories are limited and available on a first-come, first-served basis. Appendix A may be updated as technology and furnishings change.

Reservations

1. The person reserving the meeting room must be age 18 or older and have a valid Fremont Public Library Card in good standing at the time of reservation. This is the "Contact Person" for the room.
2. The Contact Person is responsible for use of the room and the actions of the group.
3. All reservations are subject to library approval.
4. Meeting Rooms may be scheduled up to 3 months in advance, with a minimum of one week advanced notice.
5. Meeting rooms may be reserved for up to three hours in a single day.
6. Use of the meeting rooms for any organization or group is limited to 12 times per year and one use per month.
7. No group may transfer use of a room to another group.

Fees

1. There is no charge for using the meeting rooms.
2. A minimum of \$50 will be charged to the Contact Person's library account if the meeting room is left needing repair, extensive cleaning or extra furniture rearrangement.

Cancellation

1. The library reserves the right to change or cancel meeting room reservations due to unusual circumstances and will attempt to notify the Contact Person at least 48 hours before the scheduled meeting. In case of emergency library closures the library will attempt to notify the Contact Person. Emergency closings are listed on the library's website and on www.emergencyclosingcenter.com whenever possible.
2. The library requests that the Contact Person notify the library of a cancellation no less than 48 hours before the scheduled meeting.

Meeting Room Rules of Use

1. All library policies apply to use of the meeting rooms.
2. No admission fees may be charged or collected by the organizations using the room. Fees may only be charged to cover the costs of program materials or supplies that participants take home with them.
3. Sales and/or exchange of goods are not permitted.
4. No smoking, vaping or use of alcohol or tobacco is allowed in the library.
5. No food is allowed in the meeting rooms except during library programs. Covered beverages are allowed.
6. Library furniture may not be rearranged or borrowed from other parts of the library.
7. Emergency exits must be kept clear at all times.
8. Noise resulting from public use of meeting rooms must fall within levels that are acceptable and consistent with normal library operations.
9. Use of materials that are hazardous or likely to require extensive cleanup are not permitted. Storage of goods by organizations using the meeting room is not permitted.
10. Special permission must be obtained from the Library to have more than 5 users in the meeting room accessing our WiFi signal or to set up a HotSpot in the meeting room as these WiFi Hot Spots can interfere with patron access of the library's WiFi.
11. Per library policy, children younger than age 8 must remain with a caregiver (13 or older) at all times while in the library or in a meeting room. Groups must provide their own childcare if members bring their children.
12. Meetings of groups of children under age 18 must have at least one adult per every 10 children.
13. No group or individual shall use the library as its official address or contact location.
14. All meetings must end 15 minutes prior to the library's closing time to allow all attendees to be able to vacate the building by closing.
15. Meeting rooms should be left in a clean and undisturbed condition.
16. Any organization or group using the meeting room shall indemnify and hold harmless the Fremont Public Library District for any and all accidents which may be sustained on the premises, or for loss or damage to personal property while on the premises.

Failure to abide by these rules may result in fees assessed to the Contact Person's library account and cancellation or refusal of future reservations.

APPENDIX A

Meeting Room A – Capacity 60, standard audience setup with 4 rows of chairs.

- Dry Erase Board
- Sink & coatroom
- Portable screen & projector with hook-ups for laptop
- Wired podium
 - Laptop
 - DVD/Blu-ray player
 - Lapel and/or fixed microphone on podium

Meeting Room B – Capacity 40, standard classroom setup with tables & chairs.

- Dry Erase Board & AV cart/podium
- Built-in projector, screen and speakers with hook-ups for laptop
- Wired podium includes:
 - Laptop
 - DVD/Blu-ray player
 - Lapel and/or fixed microphone on podium

Meeting Room C – Capacity 24, classroom or group discussion set-up

- Dry Erase Board
- 16 tablet-arm stackable chairs + 4 additional stackable chairs
- 8 square tables and chairs may be moved around the room upon request
- Wired podium includes:
 - Laptop
 - DVD/Blu-ray player
 - Lapel and/or fixed microphone on podium

Computer Lab – Capacity 13

- 12 Windows-based laptops & 1 laptop computer for instructor, all with web access & Microsoft Office Professional Suite.
- Projector & screen connected to instructor's laptop
- Dry Erase Board
- Speakers for computer available upon request