



## **Activity Room Use Policy**

The policies governing the use of the Library Activity Room of the Brimfield Public Library District are based on Article 5 of the Library Bill of Rights: “As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the service area regardless of the beliefs and affiliations of their members.” The Brimfield Public Library District Board of Trustees, in allowing a group or individual the use of the Library Activity Room, does not therefore endorse or advocate any position taken by that group.

The Brimfield Public Library District Board of Trustees offers use of the Library Activity Room for cultural, educational, civic, or social purposes under the following conditions:

### **Priority for Use**

- Library-related meetings or programs of Brimfield Public Library District
- Not-for-profit educational, cultural, civic, or social meetings/gatherings
- For-profit meetings

### **Availability**

- The Activity Room may only be reserved by residents of Brimfield Public Library District.
- Library staff determine the availability of the room.
- Setup may be completed prior to the day of the event only if the Activity Room is available. Availability for early set up is subject to change – check with library staff 48 hours before your event to confirm set up options.
- Cleanup must be completed on the day of the event.

### **Fees**

- A \$50.00 donation is required at the time of each reservation.
- Not-for-profit, educational, cultural, and/or civic groups are exempt from the \$50.00 donation if they so choose.
- 24 hours cancellation notice is required for refund of donation.
- If an emergency after-hours staff visit is arranged, an additional \$75 fee will be required.

### **Reservation Procedures**

- The Library Activity Room is available on a first-come, first-served basis.
- To reserve the room, an individual or group representative must reside in the library district and must schedule the event in person at the library.
- To ensure equitable access, an individual or group may only have two reservations on the calendar at any given time.

- The individual or group representative must read the Library Activity Room Use policy and complete a Reservation Form, be at least 18 years of age, and be in good standing with the library.
- The person who signs the Reservation Form becomes the responsible person and is liable for all policy violations.

### **Equipment**

- Use of audiovisual equipment must be arranged at the time of room reservation.

### **Restrictions**

- The Activity Room has a maximum occupancy of 200 people.
- Anyone using the Library Activity Room may not leave children unattended (without direct adult supervision) at any time during use.
- Decorations or other materials are not permitted to be attached to any permanent surface, including the walls, trim, or window coverings.
- The kitchen is for warming and serving already prepared foods.
- No smoking or alcoholic beverages are allowed anywhere on library property.

### **Responsibilities**

- The individual or group using the Library Activity Room is responsible for all cleanup after their event.
  - Tables and floor areas will be clean of food and debris.
  - The responsible person will ensure all garbage is taken out to the dumpster. A limited number of garbage bags will be provided by the library. Additional garbage bags are the responsibility of the individual or group.
  - All tables and chairs will be returned to their original place.
  - The responsible person will be held liable for reimbursing the library for any damage to the room, furnishings, fixtures, equipment, and/or cleaning services needed. Library staff will inspect the room after each use. The Library Director makes the final decision as to the condition of the room after use.
- It is the responsibility of the individual or group representative to pick up the key for using the room during library hours.
  - The library is not responsible if the key is not picked up during regular library hours. (See After-Hours Staff Assistance)
- The key should be left on the kitchen counter at the conclusion of the event.
  - If the individual or group fails to return the key within the week of the event, a \$25 fee may be charged.
  - If the individual or group fails to return the key within the month, they may be charged for the re-keying of the room.
- Any individual or group that violates any of the conditions of this policy will forfeit future use privileges of the Library Activity Room.

**After-Hours Staff Assistance**

- After-hours staff assistance is not guaranteed and will only be provided if a staff member is available.
- In the event of an after-hours need, call 309-446-9575, email [info@brimfieldlibrary.org](mailto:info@brimfieldlibrary.org), or send a message to the staff through the Brimfield Public Library's Facebook page.
  - Staff are not required to check messages during off-work hours, which may result in a delayed response to a request for assistance.
- If an after-hours visit by a staff member is arranged, a \$75 fee will be required at time of service.

Approved by the Board of Trustees on April 6, 2015

Updated July 19, 2023, August 19, 2025



## Room Reservation Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Event

Date and Time of Event \_\_\_\_\_

Event Description \_\_\_\_\_

### Room

Activity Room                       Maker Space

### Equipment

Backdrop Frame                       DVD Player                       HDMI Adapter

Laptop                                       Projector                                       Video Conference Equipment

Other (Please Specify) \_\_\_\_\_

### Reservation Fee

\$50 (Activity Room)                       Waived (Non-Profit/Civic Group)                       No Fee (Maker Space)

Payment Date \_\_\_\_\_ Payment Type \_\_\_\_\_

### Key

Activity Room                       Maker Space

Pick up key by \_\_\_\_\_

*See reverse side for Signature*

**Signature**

By signing this Room Reservation form, I attest that I have read the relevant Room Use Policy (checked above) and agree to all conditions. I acknowledge that I am responsible for ensuring the guidelines detailed in the applicable policy are followed and for paying all related fees. I further acknowledge that violations of the policy may disqualify me, my family, and/or the group I represent from future use of the Brimfield Public Library District's spaces.

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Responsible Party's Signature

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Date

Brimfield Public Library District  
111 South Galena Avenue  
Brimfield, IL 61517  
309-446-9575