

Meeting Room Policy - Pages 1 – 9 **Sound Booth Policy and Guidelines – Pages 10 -12**

MEETING ROOMS POLICY

The Galesburg Public Library welcomes the use of its rooms for educational, civic, cultural and public information meetings. Permission to use the meeting rooms in no way implies library endorsement of goals or activities of any organization using the rooms. Anyone using a meeting room is expected to follow the library's Rules of Conduct policy.

Priority for use of the meeting rooms will be given in the following order:

1. Galesburg Public Library sponsored programs.
2. Library related meetings.
3. Programs of non-profit or government organizations serving Galesburg residents.
4. Educational, non-commercial meetings or programs hosted by for-profit businesses located within the city of Galesburg
5. Private events for individuals, organizations, or businesses. Individuals must reside in Galesburg or hold a Galesburg Public Library card. Organizations or businesses must be located in Galesburg.

General policies for all rooms

- No admission fee may be charged for outside programs and meetings.
- Tuition for workshops or continuing education classes must be approved in advance by the Library Board of Trustees.
- Activities that advocate the election or defeat of a candidate for public office or which advocate affirmative or negative votes concerning any political proposition are not permitted.
- No tobacco, marijuana, or illegal drugs are allowed in the library. Alcohol may be permitted in the Community Room or F&M Bank Meeting Room. See room policies for details.
- Glitter and confetti are not permitted.
- Meetings that would interfere with the work of the library because of noise, hazardous materials or other factors will not be allowed.
- If you plan on showing a movie, please tell us the title so we can make sure you can legally show it at the library.
- Event attendees are welcome to visit other public areas of the library and use its resources; however, group activities are confined to the reserved room.
- An adult must be present at all times if the program in the Community Room or F&M Bank Meeting Room involves children or minors. One adult is required for every ten children.
- Groups using the meeting rooms may not leave children under 8 years old unsupervised in the main library. See the Child Safety Policy for more details.
- Groups using meeting rooms are responsible for reimbursing the library for any damage that may occur to library-owned furniture, equipment, or the room itself.
- The library is not responsible for the loss or damage of personal property in the library.
- The library staff is not responsible for relaying messages to the group or any members in the meeting.

- Those who reserve the meeting rooms are responsible for ensuring that the legal attendance capacity of the reserved room is not exceeded.
- The contact person must be aware of these policies and is responsible for sharing this information with members of the group. A violation of these rules may result in the immediate termination of meetings, and future use may be restricted and/or denied.
- Violation of the general policies will result in a group losing the right to reserve and use library meeting rooms.

Meeting Rooms

Community Room: First floor

Available during and outside of library hours, by reservation

Serving kitchen access, food and drink permitted

Seating capacity:

- chairs only: 360
- classroom: 110

Minimum capacity: 17

Access directly to parking lot

Reservations required

F&M Bank Meeting Room: First floor

Available during and outside of library hours, by reservation

Serving kitchen access as available, food and drink permitted

Seating capacity: 16

Minimum capacity: 2

Reservations required

Group Study Room: Second floor

Available during library hours

Food not permitted. Drinks with lids allowed

Seating capacity: 16

Minimum capacity: 2

Reservations encouraged, walk-ins allowed

Study Rooms: First and second floor

Available during library hours

Food not permitted. Drinks with lids allowed

Seating capacity: 2-8

Reservations and walk-ins permitted

Community Room

Booking Procedures

- To reserve the Community Room, a representative of the group must complete a reservation form at the Circulation Desk or through the online reservation system. The reservation form must be signed by a group representative within seven days of booking the room and at least 24 hours before the event. If the reservation form is not completed and signed within the required timeframe, the reservation will be canceled.
- Nonprofit and government organizations may be able to reserve up to four events at a time. Private and commercial groups may schedule one event at a time.
- Events held during the following hours on days that the library is open may be scheduled up to four months in advance:
 - Monday, Tuesday, Thursday, 9am-7:45 PM
 - Wednesday, Friday, Saturday, 9am-4:45 PM
- Events held during the following hours may be scheduled between one month and twelve months in advance:
 - Monday-Saturday between 8:00 AM and 9:00 AM
 - Monday, Tuesday, Thursday between 8:00 PM and midnight
 - Wednesday, Friday, Saturday between 5:00 PM and midnight
 - Sunday, between 9:00 AM and 8:00 PM
- No events will be scheduled on days that the library is closed for a holiday.
- Rooms will be reserved on a first-come-first-served basis.
- Reservations must include set up and clean up time. Groups will be given access to the room at their scheduled time and must exit the room no later than the end time listed on the reservation. Groups using the room at closing time must exit the room fifteen minutes before the library closes, unless arrangements to use the room after closing have been made.
- The library does not set up for events. The group is responsible for set up including the arrangement of tables and chairs.
- Library staff may be available to assist with the setup of audiovisual equipment. A request for assistance must be made at the time of the reservation. Technology assistance is not guaranteed. If you are not able to connect wirelessly, please bring your own HDMI cable and adapter. We may be able to provide cables upon advance request.
- The group is responsible for returning the room to the condition in which they found it. This includes cleaning tables, disposing of trash, and moving chairs to their original positions, if applicable. Groups that do not return the room to its original state may lose future meeting room privileges.

Fees

- For non-profit and government organizations:
 - No reservation fee will be assessed to use the Community Room during library hours.
 - A reservation fee of \$25 per hour will be assessed to use the room outside of library hours.
- A reservation fee will be assessed to businesses or private parties:
 - A refundable cleaning deposit of \$50 will be assessed for the room reservation. This fee may be waived at the Director's discretion.

- During open hours: \$25 per hour
 - Outside of open hours: \$50 per hour
- A deposit of 50% of the room fee is due at the time of the reservation. Full payment is due before the start of the event.
- Deposits may be refunded if reservations are canceled one week before the start of the event. Deposits will not be refunded for cancellations within one week of the event.
- If cleaning is needed beyond standard maintenance, an additional fee with a minimum of \$100 will be charged to the signee on the reservation form.

Food and beverage

- Food shall be kept in the Community Room and serving kitchen.
- Individuals and groups wishing to serve alcohol must abide by all City of Galesburg ordinances and meet the following requirements:
 - A copy of the Special Event Liquor License (Class G License) must be submitted to the library prior to the event
 - The license holder must list the library as an additional insured on the dram shop insurance liability coverage.
 - Alcoholic beverages cannot be consumed outside of the event area.
- All food and drink items must be removed from the Community Room and serving kitchen at the end of the reserved time.

Equipment and amenities

- Serving kitchen
 - The 250 square foot kitchen is equipped with the following appliances:
 - Large commercial refrigerator
 - Microwave
 - A limited supply of utensils or kitchenware are available to event attendees.
 - Utensils, appliances, and the Community Room and kitchen should be cleaned and left in the condition they are found at the beginning of the event, and clean up should take place during the scheduled timeslot.
- Audiovisual:
 - Projector and screen
 - Audio system with ceiling speakers
 - Assisted listening device
- 360 chairs and 55 tables (some may be in storage)
 - Tables are 60"x30" and 29" high
 - Tables are mobile and collapsible
 - Six bariatric chairs are available
- Two podiums
- Mobile white board

F&M Bank Meeting Room

Booking procedures

- To reserve the F&M Bank Meeting Room, a representative of the group must complete a reservation form at the Circulation Desk or fill out a reservation request online through our website / reservation request system. The reservation form must be signed by a group representative before the reservation can be finalized.*
- Nonprofit and government organizations may be able to reserve up to four events at a time. Private and commercial groups may schedule one event at a time.
- Events held during the following hours on days that the library is open may be scheduled up to four months in advance:
 - Monday-Thursday, 9am-7:45pm
 - Friday-Saturday, 9am-4:45pm
- Events held during the following hours may be scheduled between one month and twelve months in advance:
 - Monday-Saturday between 8:00 AM and 9:00 AM
 - Monday-Thursday between 8:00 PM and midnight
 - Friday between 5:00 PM and midnight
 - Saturday between 5:00 PM and midnight
 - Sunday, between 9:00 AM and 8:00 PM
- No events will be scheduled on days that the library is closed for a holiday.
- Rooms will be reserved on a first-come-first-served basis.
- A room reservation form must be completed and signed by the individual or organization representative within seven days of booking the room and at least 24 hours before the event.*
- Reservations must include set up and clean up time. Groups will be given access to the room at their scheduled time and must exit the room no later than the end time listed on the reservation. Groups using the room at closing time must exit the room fifteen minutes before the library closes, unless arrangements to use the room after closing have been made.
- The library does not set up for events. The group is responsible for set up including the arrangement of tables and chairs.
- The library can assist with the setup of audiovisual equipment. A request for assistance should be made in advance.
- If you are not able to connect to the monitor wirelessly, please bring your own HDMI cable and adapter. We may be able to provide cables upon advance request.
- The group is responsible for returning the room to the condition in which they found it. This includes cleaning tables, disposing of trash, and moving chairs to their original positions, if applicable. Groups that do not return the room to its original state may lose future meeting room privileges.

Fees

- For non-profit and government organizations:
 - No reservation fee will be assessed to use the meeting room during library hours.
 - A reservation fee of \$15 per hour will be assessed to use the room outside of library hours.
- A reservation fee will be assessed to businesses or private parties:

- A refundable cleaning deposit of \$25 will be assessed for the room reservation. This fee may be waived at the Director's discretion.
 - During open hours: \$15 per hour
 - Outside of open hours: \$30 per hour
- A deposit of 50% of the room fee is due at the time of the reservation. Full payment is due before the start of the event.
- Deposits may be refunded if reservations are canceled one week before the start of the event. Deposits will not be refunded for cancellations within one week of the event.
- If cleaning is needed beyond standard maintenance, an additional fee with a minimum of \$50 will be charged to the signee on the reservation form.
- *In the event that all study rooms are in use, the F&M Bank Meeting Room may be used as a back up study room for a two-hour reservation, to be booked at the time of use.

Food and beverage

- Food shall be kept in the F&M Bank Meeting Room.
- Individuals and groups wishing to serve alcohol must abide by all City of Galesburg ordinances and meet the following requirements:
 - A copy of the Special Event Liquor License (Class G License) must be submitted to the library prior to the event
 - The license holder must list the library as an additional insured on the dram shop insurance liability coverage.
 - Alcoholic beverages cannot be consumed outside of the event area.
- All food and drink items must be removed from the F&M Bank Meeting Room and serving kitchen at the end of the reserved time.

Equipment and amenities

- Audiovisual:
 - Monitor with speaker
 - Video conferencing system
 - Microphone
 - Assisted listening device
- 16 chairs and 6 tables
 - Tables are 60"x30" and 29" high
 - Tables are mobile and collapsible
- Mobile white board

Group Study Room

Booking Procedures

- To reserve the Group Study Room, a representative of the group must complete a reservation form at the Circulation Desk. The reservation form must be signed by a group representative before the reservation can be finalized.
- One meeting may be scheduled per group or individual at a time.
- Meetings may be scheduled during library hours, and all meetings must end fifteen minutes before the library closes.
- Rooms will be reserved on a first-come-first-served basis.
- Meetings may be scheduled up to one month in advance.
- The group is responsible for returning the room to the condition in which they found it. This includes cleaning tables, disposing of trash, and moving chairs to their original positions, if applicable.
- The library does not set up for events. The group is responsible for set up including the arrangement of tables and chairs.
- The library can assist with the setup of audiovisual equipment. A request for assistance should be made in advance.
- If you are not able to connect to the monitor wirelessly, please bring your own HDMI cable and adapter. We may be able to provide cables upon advance request.
- Reservations may be made for four hours at a time. If no one is waiting to use the room at the end of the reserved time, the group may extend their stay.
- Walk-ins may be permitted. A room reservation form should still be signed by a group representative.
- Groups and individuals are responsible for returning the room to the condition in which they found it. This includes cleaning tables, disposing of trash, and moving chairs to their original positions, if applicable. Anyone who does not return the room to its original state may lose future meeting room privileges.

Fees

- No fees will be charged to groups reserving the Group Study Room.

Food and beverage

- Food is not permitted in the Group Study Room, but drinks with lids are allowed.
- Alcohol is not permitted.

Equipment and amenities

- Audiovisual:
 - Monitor with speaker
 - Video conferencing system
- 16 chairs and 4 tables
 - Tables and chairs are mobile and collapsible
 - Tables are 60"x30" and 29" high
- Mobile white board

Study Rooms

Booking Procedures

- Two study rooms are available in the children's library and two are available on the second floor. The rooms in the children's library are reserved for individuals or groups with children ages birth to twelve years old. There are no age restrictions for the study rooms on the second floor.
- To reserve a study room, complete a reservation form at the Circulation Desk. The reservation form must be signed before the reservation can be finalized.
- One meeting may be scheduled per group or individual at a time.
- All reservations must be scheduled during library hours and must end fifteen minutes before the library closes.
- Rooms will be reserved on a first-come-first-served basis.
- Rooms may be reserved up to one week in advance.
- The group is responsible for returning the room to the condition in which they found it. This includes cleaning tables, disposing of trash, and moving chairs to their original positions, if applicable.
- Reservations may be made for two hours at a time. If no one is waiting to use the room at the end of the reserved time, the group may extend their stay.
- If a study room is not claimed within ten minutes of the reservation time, the reservation will be canceled.
- Walk-ins may be permitted. A room reservation form should still be signed by a the individual or group using the room.
- Groups and individuals are responsible for returning the room to the condition in which they found it. This includes cleaning tables, disposing of trash, and moving chairs to their original positions, if applicable. Anyone who does not return the room to its original state may lose future meeting room privileges.

Fees

- No fees will be charged to groups reserving the study room.

Food and beverage

- Food is not permitted in the study rooms, but drinks with lids are allowed.
- Alcohol is not permitted.

Equipment and amenities

- Children's Study Room 147
 - Two chairs, one table
- Children's Study Room 151
 - Monitor with soundbar and HDMI inputs
 - Four chairs, one table
- Study Room 206/A (Red Room)
 - Monitor with soundbar and HDMI inputs
 - Six chairs, one table
- Study Room 220/B (Green Room)
 - Monitor with soundbar and HDMI inputs
 - Eight chairs, one table

Adopted August 3, 2023
Revised November 7, 2024
Galesburg Public Library
Board of Trustees

Galesburg Public Library Sound Booth Policy

Galesburg Public Library's Sound Booth (sometimes referred to by its brand name of WhisperRoom) is a sound isolation booth intended for use as an audio recording and editing studio.

Staff may provide a basic introduction to the equipment but are not able to train patrons in the use of the provided equipment and software. A handbook is available for use in the booth. Patrons are encouraged to utilize the documentation. Proficiency in using computers, software, and recording devices is required.

Patrons must bring their own storage drives to save their work. Files must be saved or exported before the end of each reservation. All files saved to the Sound Booth computers will be erased after each session. The library assumes no liability for any loss or damage to users' data.

Patrons must check in with library staff upon arrival for any appointments. The person who reserves the Sound Booth must remain present during the entire session. A patron's photo ID will be held at the Information Desk or Reference Desk until the session ends and staff have checked the booth. Patrons are required to notify the library of any cancellations as soon as possible to free the Sound Booth for use by others. The library retains the right to cancel a Sound Booth reservation in the event of a scheduling conflict with a library activity or co-sponsored program, or if conditions arise that affect the safety, health or safety of patrons and staff, or operations of the facility.

Failure to follow the direction of staff will result in the termination of a patron's Sound Booth privileges.

The Sound Booth must be left in the same condition and arrangement in which it was found. The person who reserves the Sound Booth is financially responsible for any damages or loss to the booth or equipment. Accidents and damaged equipment are to be immediately reported to library staff. Equipment is not to be removed from the Sound Booth.

The Sound Booth is designed to suppress sound but is not completely soundproof. The level of noise that can be heard outside the room should not disrupt normal library usage. A patron using the Sound Booth may be asked to lower their sound level.

No food or drink is allowed in the booth.

The Galesburg Public Library and Library Board do not endorse, approve, or disapprove the aims, policies, viewpoints, or activities of the individuals using the Sound Booth.

The total worth of the Sound Booth and its equipment is \$27,000 (\$3,000 for the equipment, \$24,000 for the WhisperRoom itself).

Board of Trustees
Galesburg Public Library
Adopted: June 6, 2024

Usage Guidelines

The following hardware and software are available for use in the booth:

- SM7B Cardioid Dynamic Vocal Microphone [2]
- Shure SRH440A Headphones [2]

- RodeCasterPro II Intergrated Audio Production Studio
- Ring Light
- Phone Stand [2]

Studio time is booked in two-hour increments as available. Patrons may reserve use of the Sound Booth for a two-hour session by visiting the Check-Out Desk, the Information Desk, or the Reference Desk or by visiting galesburg.librarycalendar.com. Reservations are on a first-come first-served basis. If the two-hour session ends and no one else is waiting, patrons may use the room for another two hours for a limit of four hours per day.

Reservations can be booked up to one month in advance. Patrons may reserve the studio up to four times (eight hours of studio time) per month in advance. Additional time may be reserved at the discretion of library staff. Patrons may also request use of the Sound Booth on a walk-in basis. Reservations will be held for 15 minutes. After 15 minutes, the reservation will be cancelled, and the next patron will be given the time. Patrons who have reached their monthly reservation limit may continue to use studios on a walk- in basis in two-hour increments if the studio is available.

If a patron fails to show up or cancel a reservation more than once, the patron will not be allowed to reserve the Sound Booth in advance.

No more than two people may be in the Sound Booth at one time.

A parent or legal guardian must sign the Sound Booth Patron Agreement for patrons aged 14-17. Parents/legal guardians are responsible for any damage.

A parent or legal guardian must sign the Sound Booth Patron Agreement for patrons aged 8-13 and must accompany the child for the entire session.

Parents/legal guardians are responsible for any damage.

Children 7 and younger are not allowed in the Sound Booth.

Sound Booth Patron Agreement

I understand that a current Driver's license, State ID, or School ID will be held until the Sound Booth session is finished.

I understand that the equipment is not to be removed from the Sound Booth.

If anything in the Sound Booth is not working when I start my reservation, I will immediately report the problem to library staff.

I understand that while I am using the Sound Booth, I am responsible for its safety and use, as well as any damage or loss that results from accident, theft, misuse or neglect. I will not leave the equipment unattended and will use it in a responsible manner. I will not attempt to download any programs or files onto the hard drive of the Sound Booth equipment and I will not change the system configuration. I will not damage the booth itself.

I will report immediately any loss or damage of Sound Booth equipment to library staff. I will attempt only basic troubleshooting and will report problems beyond my skill level to library staff.

I will not use the Sound Booth equipment to create or transmit material that might be considered unlawful, obscene, or otherwise inappropriate.

I am responsible for saving to flash drives or the cloud or emailing any work I wish to preserve.

I understand that internet and equipment usage must be consistent with the Galesburg Public Library's Internet and Public Computer Policy and behavior must be consistent with the Rules of Conduct Policy. A library staff member may stop any appointment at any time that violates these rules.

I understand that I am liable for any copyright infringement.

By signing this Galesburg Public Library Sound Booth Patron Agreement, I acknowledge that I have read and understand all parts of this agreement.

Name _____ Date _____

Signature _____

Parent or Guardian Signature for patron aged 8-17:

ACKNOWLEDGED BY STAFF MEMBER _____

DATE _____