



338 West Jefferson ■ Auburn, Illinois 62615
Phone: (217) 438-6211 ■ Fax: (217) 438-9317

Auburn Public Library Will Wietfeldt Meeting Room Use Policy

The Auburn Public Library District welcomes the use of the Will Wietfeldt Meeting Room for educational, civic, intellectual, cultural, and charitable events.

Will Wietfeldt Meeting Room Reservations

- Library events and programming have first priority, followed by non-profit groups.
- Reservations are on a first come, first served basis. A signed agreement and payment (when required) constitutes confirmation of a reservation.
- Reservations may be made up to 3 months in advance.
- The person who makes a reservation assumes legal responsibility for the repair or replacement of lost or damaged library property. Failure to do so will result in the cancellation and/or refusal of future reservations.
- Fees
 - A \$20 refundable deposit and \$10 per hour fee are due at the time of the reservation.
 - The deposit and fee are waived for non-profit groups.
- If events take place outside of regular library hours, a key must be acquired no more than 24 hours prior to the event. The person who made the reservation must present a photo I.D. to receive the key. That person assumes legal responsibility for any damage or theft resulting from incorrect securing of facilities upon exiting. The key should be left in the library drop box at the end of the event.
- Refunds will be given for any cancellation that is at least 24 business hours in advance.

Rules for Will Wietfeldt Meeting Room Use

- Items may not be sold or solicited for profit by vendors. However, organizational dues may be collected.
- No tacks, nails, or tape may be used in or on doors, walls, windows, or furniture.
- Permission to use the meeting room does not constitute an endorsement of the users or their beliefs by the library staff or board trustees. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the library shall use the library as its official address.



338 West Jefferson ■ Auburn, Illinois 62615
Phone: (217) 438-6211 ■ Fax: (217) 438-9317

- Activities conducted in the meeting room must not violate any federal, state, or local law, ordinance, or regulations.
- Smoking, alcohol, firearms, pyrotechnics, and hazardous materials are prohibited. Additionally, smoking is prohibited in the building as well as within 15 feet of any entrance.
- Events must not disturb or disrupt the use of the library by others. Individuals attending events are subject to all library rules and regulations.
- Any child under the age of 10 must be supervised by an adult at all times.
- The meeting room (including the kitchen) must be left clean and orderly.
 - **Clean Up Procedures:**
 - Deposit all trash in the outside receptacle located at the end of the library parking lot.
 - Coffee maker should be clean and turned off.
 - Wipe kitchen counters and sink.
 - Return tables and chairs to their proper storage location.
 - Clean any food or waste from the floor.
 - Vacuum where necessary.
 - Remove all leftover food from the kitchen and premises.
 - Turn off all electronic equipment.
 - Turn off all lights.

The Library Director is authorized to deny permission to use the Will Wietfeldt Meeting Room to any users who violate these rules. The Library reserves the right to deny use of the room.

These rules are subject to periodic review and change by the Library Board of Trustees.

Adopted November 20, 2018