

PROCEDURES FOR USE OF MEETING AND PROGRAM ROOMS

Room Reservation Process

1. Submit an online request by completing the form on the Library's website. (Note: The reservation request form does not confirm a reservation.)
2. The person requesting a meeting or program room must be 18 years of age or older, willing to assume responsibility for the group, fees or damages and agree to Library policies.
3. Non-library meetings and programs may be booked up to 60 days in advance.
4. Preference is given to a resident/organization with a current valid GBPLD card in good standing.
5. Meeting and Program rooms may be reserved one time each month; up to 12 times per year.
6. All fees must be received at least 10 days prior to the meeting/program date to confirm the reservation.
7. Room layout or equipment changes must be made and paid for at least 4 days in advance.
8. Requests are mediated by Library staff according to room availability and criteria (see Meeting and Program Rooms Use Policy).
9. A confirmation will be emailed.
10. Cancellations made 2 days prior to the event will receive refunds or may transfer fee to available dates.

Rental Hours

Rental is by one-hour increments starting 30 minutes after the Library is open and ending 30 minutes prior to closing to allow for normal Library operations. (Library and Branch hours and room rental hours are subject to change.)

Main Library Rental Hours

Monday through Thursday	9:30 a.m. to 8:30 p.m.
Friday and Saturday	9:30 a.m. to 5:30 p.m.
Sunday	12:30 p.m. to 4:30 p.m.

South Elgin Branch Hoffer Room Rental Hours

Monday through Thursday	10:30 a.m. to 6:30 p.m.
Saturday	10:30 a.m. to 3:30 p.m.
Sunday	12:30 a.m. to 3:30 p.m.

By special approval of the Executive Director, the Meadows Community Rooms or Hoffer Room may be rented after regularly scheduled Library closing times. A higher charge will be assessed to compensate overtime pay for Facilities, Security and other Library staff. Any portion of an hour is charged as a full hour. Full payment must be made at least 10 days in advance.

Availability (*subject to change*)

Room capacity shall not exceed the maximum number of people allowed by the Fire Department. Capacities may change depending on room set-up.

Main Library, 1st floor:

- The Meadows Community Rooms can be reserved separately or in combination.
 - Meadows Community Room A (with stage) seats approx. 30 auditorium style
 - Meadows Community Room B seats approx. 42 auditorium style
 - Meadows Community Room C seats approx. 50 auditorium style
 - ABC combined seats approximately 200 auditorium style
- Computer Training Room Capacity (16 computers/seating for 25 + 1 instructional station)
- Lobby: 1 table and 2 chairs

Main Library, 2nd floor:

- Conference Room: seats 7-12 people
- Elgin Room: seats approx. 100 auditorium style
- Grove Room: seats approx. 24 conference style

South Elgin Branch

- Hoffer Room: seats approx. 40 in varied set ups