



ROOM USE POLICY

June 2026

Purpose

The Riverside Public Library provides meeting and study consistent with the Library's mission. During Library operating hours, when not needed for Library operations, designated rooms may be made available for public use in accordance with this policy. For special after-hours events, Library Board approval is required. Please refer to the *Application for Use of Library for After Hours Special Events*.

Use of Library rooms does not constitute endorsement by the Library of the viewpoints, beliefs, policies, or activities of any individual or organization using the space.

This document is to be used in conjunction with *Room Use: Procedures and Rules*, other library policies, including the *Library Use Policy* and *Unattended Child Policy*, and all federal, state, and local laws and regulations regarding the use of property. Use of meeting and study rooms constitutes acceptance of all policies and rules.

General Conditions of Use

Users of any Library room:

- Must comply with all Library policies and applicable laws
- Must be responsible for setting up the room to their requirements and returning furniture to its proper place
- May not physically alter the space except as permitted by the rearrangement of provided furniture
- May not engage in activities that materially interfere with Library operations or the use and enjoyment of Library facilities by others
- May not transfer the reservation to another person or organization
- Are responsible for maintaining the room in good condition
- Are financially responsible for damage resulting from their use of the room
- May not use the Library's mailing address or telephone number to conduct business
- May be denied future room use for violations of Library policies, repeated no-shows, repeated cancellations, property damage, or disruptive behavior

The Library reserves the right to enter and monitor rooms to ensure compliance with Library policies and to protect Library property and patrons.

Prohibited Uses

Meeting rooms may not be used for:

- Private social gatherings or parties
- Commercial sales activities
- Events requiring admission fees
- Activities prohibited by local, state, or federal law

Liability

The Library assumes no responsibility for loss, theft, or damage to personal property brought into Library facilities.

Individuals and organizations using Library rooms assume all responsibility, including financial, for the conduct of participants and for any damage to Library property arising from their use.

Non-Discrimination

Groups using Library rooms may not deny participation on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, or any other protected status.

Library Priority

Library-sponsored activities and Library-affiliated activities shall have priority over all other room reservations. The Library reserves the right to cancel or modify reservations when necessary to accommodate Library operations, emergencies, or unforeseen circumstances.

Meeting Rooms

The Library provides designated meeting rooms for use by eligible individuals and organizations.

Eligibility

Meeting rooms may be reserved by:

- Library programming partners
- Village of Riverside and Riverside Township boards and affiliated organizations
- Riverside clubs and organizations
- Community support groups
- Individuals and organizations requesting use consistent with this policy

The individual making the reservation must be at least sixteen (16) years of age and is responsible for compliance with all Library policies and for the conduct of attendees.

Business or private use of meeting rooms is subject to rental fees.

Study Room

The Library provides a study room intended to support individual and small-group study and research.

Eligibility

The study room is available to all Library patrons. Advance reservation privileges are limited to Riverside cardholder in good standing.

The individual making the reservation must be at least twelve (12) years of age and is responsible for compliance with all Library policies and for the conduct of attendees.

Approved by the Riverside Public Library Board of Trustees June 23, 2026

ROOM USE: Procedures and Rules

June 2026

Meeting Rooms

Available Spaces

- Foley Community Room West
- Program Room

Reservations

Whenever possible, reservations should be requested at least 24 hours in advance and are accepted on a first-come, first-served basis. Requests do not guarantee use, a staff person will confirm rental.

- Applicants may not transfer reservations to another person or organization.
- Required fees and signed agreements must be received before a reservation is confirmed.

Hours

- Meeting rooms are available during regular Library operating hours.
- Rooms must be vacated no later than fifteen (15) minutes before Library closing.
- Requests for after-hours events require Board approval. Please refer to the *Application for Use of Library for After Hours Special Events*.

Fees

- Library partners, Village of Riverside and Riverside Township boards and affiliates, Riverside clubs and organizations, and community support groups hosting open meetings may reserve meeting rooms free of charge for up to three hours once per month.
- Business or private use is subject to a \$25/hour fee for up to three hours once per month.
- Refunds are available for cancellations made more than 24 hours before the reservation.
- No refunds are provided for same-day cancellations or no-shows.

Publicity

All publicity for non-Library-sponsored events must include the following statement:

"This is not a Library-sponsored event. Except for providing meeting space, the Riverside Public Library is not connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."

Food and Beverages

- Refreshments may be served in meeting rooms, with approval.
- Beverages must be in covered containers.
- Alcohol is prohibited unless approved in advance by the Library Director.
- Groups are responsible for all cleanup.

Room Setup and Equipment

- Users are responsible for room setup and restoration.
- Furniture must be returned to its original arrangement.
- No physical alterations may be made to Library facilities.
- Signs or decorations may not be taped, stapled, or attached to walls, doors, or windows.
- Equipment requests must be made at the time of reservation.
- Library staff provide limited technical assistance only.
- Table covers must be used for all crafting and food.

Study Room

Eligibility

- Riverside residents may reserve the study room in advance.
- Non-residents may use the room on a walk-in basis when available.

Reservations

- Reservations may be made up to one week in advance.
- Reservations are limited to one two-hour session per day and two reservations per week.
- Walk-in use is available when the room is not reserved.
- Reservations are forfeited after fifteen (15) minutes.

Occupancy

Maximum occupancy is 3 people, per established fire code limits.

Study Room Rules

- Users must check in before using the room.
- Lights must remain on.
- Covered beverages are permitted.
- Food is prohibited.
- The door must be locked at the end of the reservation.

Violations

Failure to follow these rules may result in immediate removal from the room and suspension of future reservation privileges.