

## **Lewis & Clark Library System**

### **Building & Meeting Room Use Policy**

Mission: LCLS advances libraries in successfully serving the evolving needs of their communities.

#### **PRIORITIES FOR USE OF THE BUILDING**

1. Meetings, programs, or events sponsored by the Lewis & Clark Library System (LCLS).
2. Meetings, programs, or events sponsored by the GateNet consortium.
3. Meetings, programs, or events sponsored by LCLS member libraries, the regional Library Systems or the Illinois State Library.
4. Meetings, programs, or events sponsored by other state and local-government organizations, by other tax-supported organizations, non-profit organizations, or by library-related organizations.
5. Meetings, programs, or events sponsored by other organizations as approved by the Consultant Manager.

#### **RESERVATION PROCEDURES**

Organizations interested in using a LCLS room should contact the Administrative Assistant to make a reservation. Rooms are tentatively booked at the time of contact, but no room is confirmed until the attached application has been approved by the Consultant Manager.

Full payment must be received 5 business days before the start of the program or meeting and is refundable, upon cancellation, up to 5 business days before the scheduled event. An invoicing fee will be assessed if an invoice must be generated. In the event of cancellation less than 5 business days before the event, no refund will be made.

Reservations will not be accepted more than 90 days in advance, exceptions may be negotiated with the System's Consultant Manager.

#### **USE OF BUILDING**

The LCLS building is available for use during normal LCLS business hours (Monday – Friday, 8:00 am – 5:00 pm) and after hours, subject to the approval of the Consultant Manager.

Use of the building by any other organization than LCLS, outside of normal business hours (8:00 a.m. – 5:00 p.m.) will incur costs and be subject to staffing availability. The After Hours Use charge is in addition to other applicable room charges. Building use outside of normal business hours will be confined to the hours of 5:00 pm – 9:30 pm Monday through Friday, and 9:00 am – 4:00 pm Saturday.

Organizations may use the upstairs Kitchen for an additional fee. Any food or beverages to be consumed are the responsibility of the group. If caterers are used, all supplies and equipment brought in by the caterers must be removed within 24 hours.

The LCLS building is a smoke-free/drug-free workplace. Smoking or use of alcoholic beverages is prohibited.

Each organization assumes full responsibility for any losses or damage, beyond reasonable wear, that might occur to the facility or the equipment. LCLS will invoice the organization if repair to equipment or facility is required or if excessive clean-up is needed.

LCLS is unable to store equipment or materials for groups using the building.

LCLS staff initiates and terminates all use of System equipment, computer and Internet access. Only System staff may download/update software on System computers.

LCLS staff will initiate and terminate all videoconference connections. Videoconferencing equipment will be connected to the bridge at least thirty (30) minutes prior to the scheduled meeting time. Attendance must not exceed the capacity limit established for each room.

LCLS is a place of business with other activities and meetings taking place. Therefore each group's activities must be restricted to the room(s) reserved by their organization.

The Executive Director is the final authority for scheduling use of the building. Situations not covered under this policy will be resolved by the Executive Director.

LCLS reserves the right to change or cancel reservations.

#### LIMITATION OF LEWIS & CLARK LIBRARY SYSTEM LIABILITY

Granting use of the facility does not imply approval by LCLS of the group, the meeting, or ideas presented at the meeting. No announcement or promotional materials should state or imply LCLS endorsement or sponsorship of the event or organization. Any promotion should only indicate LCLS as the site of a meeting. Any promotional materials must be sent to LCLS prior to an event for approval.

A group or organization renting the building must provide the following information before using the building:

- Certificate of liability insurance (minimum \$1,000,000)
- Copy of an endorsement to this policy naming the Lewis & Clark Library System as an additional named insured

LCLS liability for any disruption/loss of connection or equipment malfunction is for the equipment rental fee only and not any consequential damages.

LCLS assumes no responsibility for personal belongings of individuals attending meetings.

**Approved by LCLS Board action June 20, 2006**  
**Revision approved by Board actions January 29, 2008**

**LEWIS & CLARK LIBRARY SYSTEM  
BUILDING & MEETING ROOM USE APPLICATION**

Please complete this application, then fax (618-656-9401) or mail (Lewis & Clark Library System, 6725 Goshen Rd, Edwardsville, IL 62025) the completed form for scheduling.  
An incomplete application will cause approval and scheduling delays.

Name of Organization \_\_\_\_\_ Date of Request \_\_\_\_\_

Name of Individual \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Organization: (Please circle one)

- Member Library
- Illinois State Library
- Regional Library System
- Tax-supported
- Nonprofit
- For-profit
- Other

Room Requested: (Please circle the requested room or rooms)

- Large Meeting Room
- Videoconferencing Room
- Howe Meeting Room
- Electronic Classroom
- Kitchen

Date Room is Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Number of Persons Expected \_\_\_\_\_ Internet Access Requested? Yes No

Presenter Bringing Own Laptop but needs LCD projector? Yes No

Equipment Requested \_\_\_\_\_

*Please include additional comments on the back of this sheet as needed.*

Room Charges:

Large Meeting Room	_____	Howe Room	_____
Videoconferencing Room	_____	Kitchen Access	_____
Electronic Classroom	_____	After Normal Business Hours	_____

Total Due \_\_\_\_\_

*Application continued on next page*

The individual whose signature appears below agrees to abide by the policies of the Lewis & Clark Library System relevant to the use of the building and meeting rooms and has the authority to sign as an agent of the organization named above.

This form must be received at LCLS headquarters at least ten (10) business days prior to the date of the meeting listed. **All fees must be paid prior to the date of use;** if additional fees are required, the organization will be billed and payment will be expected within 45 days.

The organization further agrees, in accordance with the terms of the *LCLS Building & Meeting Room Use Policy*, to fully indemnify, release, discharge, defend and hold harmless the Lewis & Clark Library System, as well as its respective trustees, directors, officials, officers, employees, and agents, from any and all claims, demands, causes of action and any and all other expense including attorney's fees, should any be incurred, arising from or growing out of use of the LCLS room(s) and facilities. It is understood that any special-use requirements necessary to comply with law, whether ADA or other, will be the sole responsibility of the group authorizing the individual to sign for this request. LCLS is hereby held harmless in any instance in which use of the facilities has been misrepresented and/or found in noncompliance with any federal or state law or local ordinance, order, or any other liability.

Authorized Signature \_\_\_\_\_

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FOR LEWIS & CLARK LIBRARY SYSTEM USE ONLY

- Date Application Received \_\_\_\_\_ By \_\_\_\_\_  
Conflict      No Conflict
- Application Approved    Yes    No  
Approval signature: \_\_\_\_\_
- Payment Due ?    Yes    No  
Amount Due \$ \_\_\_\_\_  
Invoiced to Fiscal Office    Yes    No  
Received Date \_\_\_\_\_ Received by \_\_\_\_\_
- Certificate of liability insurance received    Yes    No    On File  
Received Date \_\_\_\_\_ By \_\_\_\_\_
- Event Added to L2    Yes    No
- Confirmation Sent?    Yes    No    Date \_\_\_\_\_

### Fee Structure for Meeting Room Usage (February 2008)

	<b>Large Meeting Room</b> Capacity: 50 classroom style 95 theater style	<b>Videoconferencing Room</b> Capacity: 25	<b>Electronic Classroom (2)</b> Capacity: 9 per lab	<b>Howe Room</b> Capacity: 20	<b>Kitchen Access</b> Capacity: 15	<b>Additional Charges for After Hours Use of Meeting Rooms*</b>
Organization Type						
<b>LCLS member libraries</b>	No fee	No fee	No fee	No fee	\$20.00	\$50.00 per hour
<b>Library related organizations</b>	No fee	No fee	No fee	No fee	\$20.00	\$50.00 per hour
<b>Tax-supported and nonprofit organizations</b>	\$50 for 4 hours or \$100 per day	\$50 per hour (2-hour minimum)	\$50 per hour per lab (2-hour minimum)	\$50.00 for 4 hours or \$100 per day	\$40.00	\$50.00 per hour
<b>For-profit organizations</b>	\$50 per hour (2-hour minimum)	\$100 per hour (2-hour minimum)	\$100 per hour per lab (2-hour minimum)	\$50 per hour (2-hour minimum)	\$40.00	\$100.00 per hour
Equipment included with room usage:	<ul style="list-style-type: none"> <li>• Satellite teleconference equipment</li> <li>• Podium with microphone</li> <li>• Computer</li> <li>• Internet Access</li> <li>• Overhead projection</li> <li>• VCR</li> <li>• White Board</li> </ul>	<ul style="list-style-type: none"> <li>• Videoconferencing equipment</li> <li>• Podium</li> <li>• Microphones</li> <li>• Internet Access</li> </ul>	<ul style="list-style-type: none"> <li>• 9 computers (each lab)</li> <li>• Large-screen monitor</li> <li>• Internet Access</li> <li>• Printer</li> <li>• White board</li> </ul>	<ul style="list-style-type: none"> <li>• Conferencing telephone</li> <li>• White Board</li> <li>• Internet Access</li> </ul>	Usage includes: <ul style="list-style-type: none"> <li>• Coffee maker</li> <li>• Oven</li> <li>• Refrigerator</li> <li>• Dishes &amp; cups</li> <li>• Silverware</li> <li>• Microwave</li> </ul>	<b>*The After Hours Use charge is in addition to other applicable room charges.</b>