



Blue Island Public Library

Study / Recording Room Agreement

***THE STUDIO IS NOT SOUNDPROOF. Please Use family friendly lyrics.**

*Patron must be 18 or older to use the recording studio and recording studio computer.

*Patron must use his/her own library card. Guest pass is not permitted.

*I understand my use of the Tech Annex Recording Studio is subject to terms and conditions set forth in this Agreement and by the Blue Island Public Library, and by signing this Agreement, I agree to the following terms and conditions:

- If any materials, housed in the Tech Annex Recording Studio, are lost AND/OR damaged during my recording session or use, I will be charged retail value for those lost AND/OR damaged materials.
- I am responsible for copying all recorded materials to a personal data storage device (ex. USB, CD, external hard-drive). The Blue Island Public Library is not responsible for recordings left on public computers. USBs, CDs, and DVDs are available for purchase at the circulation desk.
- I am responsible for collecting all of my personal equipment and storage units at the end of my recording session.
- I understand that all in-house borrowed equipment must be returned to a Tech Annex staff member at the end of my session. I understand that I will be charged retail value for any lost or damaged in-house borrowed equipment.
- I understand the misuse of the studio and destruction of Blue Island Public Library property will result in suspended or lost privileges.
- I understand and accept that a Blue Island Public Library staff member can end my session at any moment if library policies are not respected.
- I am expected to respect the Tech Annex space as a shared creative space. (Please review the Blue Island Public Library Code of Behavior.)
- I understand that profanity and other inappropriate language will not be tolerated. I am aware that staff will end my session AND/OR ask me to leave the library.

- Under the Blue Island Public Library Code Behavior, loud talking or creation of loud noise is not permitted. I understand volume control is expected when recording.

- I understand that the recording studio holds a MAXIMUM of 3 persons. Special circumstances can be reviewed by the IT manager and/or Tech Annex manager.



Blue Island Public Library

Meeting Room Policy

The Blue Island Public Library serves the educational, informational, occupational, cultural, and recreational needs of its patrons. The Library provides meeting room space to eligible groups for uses that clearly reflect these purposes. Use of the Library's meeting room for any activities that are inconsistent with these purposes will be denied.

I. Applications

- A. The Meeting Room Application form must be completed by an officer or representative of the group seeking a meeting room reservation. All applicants must provide a copy of a valid state issued ID with their application. Meeting Room Applications may be obtained at the Library's front desk or online on our website.
- B. All Meeting Room Applications shall be reviewed by the Library Director.
- C. Applications must be submitted in *at least one week in* advance of the meeting or event.
- D. The Library Director and, when applicable under this Policy, the Library Board of Trustees, will consider the following factors, among others, to determine approval or denial of a Meeting Room Application.
 - Whether the purpose stated on the Meeting Room Application is clearly consistent with the Library's purposes set forth above. The Library Board of Trustees has determined that the categories listed below are **not** consistent with those library purposes.
 - i. Commercial or "for profit" event
 - ii. The applicant has on any prior occasion made a material misrepresentation to the library regarding the nature or scope of an event of activity previously permitted by the library.
 - iii. Personal or family parties and celebrations

- Whether the proposed use will substantially or unnecessarily disrupt the normal, everyday operations of the Library or its use by library patrons;
 - Whether an applicant has previously violated any of the Library's Meeting Room Policies contained herein, or the Library Code of Behavior.
- E. When a Meeting Room Application is approved by the Library Director, the use of the Meeting Room shall be subject to the following restrictions.

- No product or service may be sold, except in the case of payment for materials required for educational or group discussion use.
- No printed materials may be distributed on Library property without permission of the Library Director.
- Maker Space may hold no more than thirty **(30)** persons
- Meeting Room may hold no more than fifty **(50)** persons.
- Conference room may hold no more that **(12)** persons.
- Children (18 Years old and under) are to be under adequate and proper adult supervision at all times.
- Any group or persons using the Meeting Room are responsible for willful or accidental damage to the Library building, grounds, equipment or contents.
- Any group or persons using the Meeting Room indemnify and hold harmless the Trustees and Staff of the Blue Island public Library and the City of Blue Island for any and all accidents that may be sustained on the premises.
- Absolutely no smoking will be permitted in the Library/Meeting Room/Maker Space or within 15 feet of any entrance exit, window or ventilation intake.
- No outside food or drink shall be served.
- The Library does not provide storage space for equipment or supplies for groups using the Meeting Room.
- Audio-visual equipment is available and must be requested on the Application Form.

- No tacks, nails or scotch tape are to be placed on doors, walls or furniture.
- All publicity must carry the name of the organization sponsoring the meeting. The Library may not be identified as the sponsor.
- Neither the name nor the address of the Library may be used as the official address or headquarters of an organization.

The library reserves the right to monitor all meetings held in the Meeting Room.

If the rules and regulations are not followed by any group or persons, the Board of Trustees reserves the right to withdraw the privilege of the use of the Meeting Room for any further meetings by written notice to that group.

II. Fees

A. Blue Island Public Library cardholders:

- Meeting room and Makerspace (downstairs) is **\$25.00** per hour
- Conference Room (upstairs) is **\$15.00** per hour

B. **Non** Blue Island Public Library cardholders

- Meeting room and Makerspace (downstairs) is **\$50.00** per hour
- Conference Room (upstairs) is **\$30.00** per hour

Payment can be made by check - payable to: **Blue Island Public Library** or through our online system.

C. Payment fees must be made prior to the meeting.

III. Priorities

Meeting Room Applications will be subject to the following priorities as to dates and times of Meeting Room use.

- A. Library-sponsored meetings and programs
- B. Friends of the Library sponsored meetings and programs

- C. Regarding nonprofit organization-sponsored meetings for which no room usage fee is charged; Eligible non-profits must make the meeting open to the public and be affiliated with the city of Blue Island or a library program or resource partner.
- D. All other meetings or programs for which a Meeting Room Application has been approved

If two or more groups of the same category listed above are requesting use of the Meeting Room for the same date and time, then priority will be given to the applicant who filed the Application first. A group or organization may be asked to change the date or time of its scheduled meeting in favor of a library-sponsored program or event.

IV. Successive Use

The following rules apply generally to all Meeting Room applicants and will be considered when determining priorities.

- A. Different chapters of the same organization may not reserve the Meeting Room for the same date.
- B. No group may reserve dates for more than three months in advance.

V. Cancellations

All Meeting Room cancellations must be received by the Business Office no later than twenty-four (24) hours prior to the date and time for which the Meeting Room reservation has been approved. Failure to comply with this cancellation policy may result in the denial of future Meeting Room Applications by the same individual or group. Fees will not be refunded for cancellations with less than 24 hours' notice.

VI. Disclaimer

The Library does not endorse the philosophies or practices of the individuals, groups, clubs, or organizations that use the Meeting Room in the Library. The Library is not responsible for the content of third-party programs.

Revised: 09/24