

PUBLIC USE OF MEETING ROOM

I. PURPOSE

The meeting room is designed primarily to meet the operational need of the library and provide accommodations for educational, informational, cultural, and civic functions of the Warrenville community.

II. PRIORITIES

- A. Library sponsored or co-sponsored programs or meetings.
- B. Meetings of agencies of local government.
- C. Meetings of non-for-profit community groups and organizations whose aims are for educational, cultural, or civic purposes.
- D. Meetings of Warrenville for profit businesses when the use of the room is not directly related to profit-making activities. No selling on premises.
- E. Other meetings which are appropriate to the mission of the Library.

III. ENDORSEMENT

Use of the meeting room by outside agencies does not constitute the Library's endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

Any flyer, brochure, or press release announcing an event or meeting in the Library's meeting room must include the following statement: "Sponsored by (name of organization). This program/meeting is neither sponsored nor endorsed by the Warrenville Public Library District."

IV. EQUAL OPPORTUNITY

Activities taking place in the meeting room must not be closed to any person due to age, gender, race, religion, national origin, disabling condition, or any other legally protected category.

V. RESERVATIONS AND SCHEDULING

- A. Reservations must be made by an adult (18 years or older) who has a valid Warrenville Public Library District library card. The person making application

shall be the contact person, unless specified otherwise, and shall be the only person authorized to make changes in room arrangements. A valid library card will not be required for persons making reservations on behalf of organizations eligible to use the meeting room without payment of fees, as specified in Section VII, E and F of this policy.

- B. Applications for use of the meeting room must be made on the form provided, and returned with prevailing fee to the Business Office during business hours (9:30 a.m. – 4 p.m. Monday through Friday) before the room will be confirmed.
- C. Space for a meeting should be requested as far in advance as possible and a minimum of seven days prior to an event.
- D. Requests will be honored on a first-come basis, first-served basis; however, the Library may preempt any meeting it deems necessary.
- E. Refunds for cancellations will be made in the event that the notice of cancellation is received by the Business Office no later than forty-eight (48) hours before the scheduled event. Refunds for cancellations with less than forty-eight (48) hours advance notice will not be made unless cancelled by the Library.
- F. Meetings sponsored by the public must be sponsored during the hours that the library is open for public service. Meeting sponsors and attendees will not be admitted to the library before it is open to the public nor be allowed to remain in the library after it is closed to public service. Meetings sponsored by the Library (such as library board meetings) are exempt, given the presence of an authorized staff member.
- G. Reservations will be taken no more than four (4) months in advance of an event. The library will begin taking reservations on the first day of each month for the current month and the following three (3).
- H. No group may assign its reservation to another group.
- I. Permission to use the meeting room may be withheld from groups that have damaged the room, carpet, equipment, furniture, facilities or grounds or that have caused a disturbance, or have failed to comply with the Library's rules and regulations.
- J. Reservations are considered tentative until the application is received, payment is made, and confirmed.

VI. RESTRICTIONS

- A. The meeting room may not be reserved for:

1. Social gatherings; such as receptions, showers, birthday parties, dances, mixers.
 2. Fund raising or the sale of goods other than library sponsored.
 3. Meetings organized by a candidate or by an organization formed specifically for a candidate or an issue
- B. No admission charges may be attached to the meeting rooms, except those activities which benefit the Library directly, such as those sponsored by the Library.
- C. Organizations meeting in the Library may not use the Library for ongoing operational activities such as mailing address, phone calls, etc.
- D. All groups of persons under 18 years of age must be supervised by an adult chaperone who will assume responsibility for the group's activities.

VII. SCHEDULE OF FEES

- A. For Profit Organization: first 3-hour time slot \$50.00
 For Profit Organization: each additional 1-hour time slot \$20.00
- B. Nonprofit Organization: first 3-hour time slot \$30.00
 Nonprofit Organization: each additional 1-hour time slot \$10.00
- C. Damage Deposit – any organization using the meeting room must submit a separate check in the amount of \$150.00 for damage deposit.
- D. Refreshments (kitchen) \$20.00
- E. Equipment
1. Overhead projector \$10.00
 2. Slide projector \$10.00
 3. Piano \$10.00
- F. Fees will not apply to library-sponsored or related meetings/programs or to organizations whose sole purpose is to support the Library.
- G. Fees will not apply to official meetings sponsored by agencies of local government.
- H. Fees will not apply to organizations of which the Library carries an institutional membership, such as DuPage Library System, LACONI, or the Warrenville Chamber of Commerce. Fees will not apply to staff or representatives of governmental bodies from which the Library receives direct or indirect support.

This would include town meetings or elected representatives of local, state or national government.

- I. The meeting room fee includes the setup and dismantling of chairs, tables, and speaker's podium.
- J. Requests for equipment must be made at the time of application. Library staff will provide instruction for use of equipment, but will not be present to operate it for meetings and programs.

VIII. USE/CARE OF FACILITIES AND EQUIPMENT

- A. The meeting room is to be left as it is found. No additional furniture or equipment than that already available in the room (chairs, tables, podium) will be provided, except as provided in the Schedule of Fees.
- B. Attendance at meetings must be limited to the stated capacity of the meeting room. The Meeting Room will accommodate a maximum of 72 people seated. Seating or tables in the gallery outside the Meeting Room requires prior approval.
- C. Equipment, supplies, or personal effects cannot be stored or left in the library's facilities before or after use. The storage rooms in the Meeting Room may not be used for any purpose.
- D. The Library does not provide any special accommodations to groups using the Meeting Room such as parking, service to carry supplies or equipment, making coffee, providing office supplies or photocopies. All groups must provide their own support for preparation and reasonable clean-up.
- E. Smoking and alcoholic beverages are not permitted anywhere in the facilities or on library property.
- F. There are no food or beverage vending machines available to the public.
- G. Children under the age of eight (8) are not to be left unattended during meetings. (See Policy No. 340, Unattended Children)
- H. Simple refreshments may be served (coffee, doughnuts, punch, cookies, etc). Simple box lunches will be allowed. As a guideline, the kitchen may not be used for cooking. Refreshments may not be taken out of the Meeting Room. Users will be charged for stains to carpet caused by food and drinks. Serving food or beverages of any kind requires payment of refreshment fee.
- I. Refreshment supplies such as cups, containers, paper goods, tea and coffee, and cooking utensils are not provided by the Library.