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**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Meeting Room Policy Committee**  
**Thursday, February 2, 2017**  
**7 p.m.**  
Location: Library Director's Office

**AGENDA**

Visitors are welcome to all meetings of the Board of Trustees and its committees. Anyone who wishes to address the Board (or committee) during Public Comments must fill out a sign up sheet prior to the start of the meeting. Speakers are limited to three (3) minutes. The Board (committee) requests that a group appoint one (1) speaker to present the views of the entire group. Speakers will state name and address before addressing the Board. While the Board (committee) appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Warren)
3. Approval of the agenda **(ACTION)**  
*Trustees may request to remove any items from the consent or regular agenda at this time.  
Discussion only items may also be added to the regular agenda at this time.*
4. Public comments
5. Approve Minutes of January 10, 2017 Meeting Room Policy Committee **(ACTION)**
6. Unfinished Business
  - a. Discussion of Meeting Room Policy
7. Adjournment **(ACTION)**

**MINUTES OF THE  
WARRENVILLE PUBLIC LIBRARY DISTRICT  
MEETING ROOM POLICY COMMITTEE  
TUESDAY, JANUARY 10, 2017 – 7:00 P.M.**

1. Call to order – Director Whitmer called the meeting to order at 7:04 p.m.
2. Roll Call - Director Whitmer called roll call

ATTENDING: Trustees DuRocher, Lezon and Warren

ALSO ATTENDING: Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Appoint Committee Chairperson

Trustee DuRocher volunteered to be Committee Chairperson. The committee members all agreed.

4. Approval of the Agenda

*MOTION: Trustee Warren moved to approve the agenda as presented. Trustee Lezon seconded.*

*Voice vote – all ayes*

*Motion carried*

5. Public comments – None
6. New Business

- a. Discussion of Meeting Room Policy

After discussion, the Committee agreed on the following general stipulations:

- The meeting room will be open for public use.
- There will be no restrictions on the contents of the meeting (i.e. any organization, no matter what the topic, can use the room).
- No social gatherings will be allowed (i.e. showers, birthday parties, dances, mixers, receptions, etc.)
- No selling of items or admission fees will be allowed.
- No fees will be charged to use the room.
- Fees will be charged to use the AV equipment. An employee, possibly a new staff member, will be paid to remain in the room and assist with the AV equipment.
- Equipment that is free to use will be listed in the policy.
- Use of the room will not be restricted to Warrenville cardholders. In order to make sure that all Library program will be accommodated, a tiered reservation system will be implemented which will allow the Library to

reserve the room before it would open up to Warrenville Residents and then after a certain time period, to all others wishing to use the room.

- Food and beverage will be allowed with no fees. Food will be limited to simple refreshments such as coffee, doughnuts, cookies, etc. Simple box lunches or cold catered or prepared food will be allowed, but not meals of a more elaborate nature.
- The room will not be available for public use on Sundays.
- Anyone using the room will abide by the Library's General Rules of Conduct and if any damage occurs the responsible party will be charged for the damages.

It was agreed by the Committee that all of the above mentioned items can be revisited at any time if changes need to be made.

After considerable discussion it was the consensus of the Committee to be silent on groups holding religious services in the meeting room.

Staff will incorporate other pertinent details and present a draft policy at the next committee meeting on February 2.

#### 7. Adjournment

*MOTION: Trustee Warren moved to adjourn the committee meeting at 7:58 p.m.*

*Trustee DuRocher seconded.*

*Voice vote – all ayes*

*Motion carried.*

Respectfully submitted,

Richard W. Warren Jr.

**PUBLIC USE OF MEETING ROOM**

**I. PURPOSE**

The Library's meeting room is designed primarily to meet the operational needs of the Library and provide accommodations for educational, informational, cultural and civic functions of the Warrentville community. This policy addresses use of the large meeting room which can be divided into two smaller meeting rooms.

**II. PRIORITIES FOR USE & PROHIBITED USES**

- A. Library sponsored or co-sponsored
- B. Organizations of which the Library is a member
- C. Governmental entities serving the Warrentville community
- D. All other organizations

Reservations will not be accepted for social or private functions. Admission fees, sales, solicitation and promotion of a specific product/service are prohibited.

**III. RESERVATIONS & SCHEDULING**

- A. There is no fee for the use of the meeting room and included equipment.
- B. Reservations will be accepted according to the following schedule. When the reservation opening date falls on a weekend or holiday, reservations open the next regular business day (Monday through Friday).

For Warrentville Library cardholders, Organizations of which the Library is a member and Governmental entities serving the Warrentville community:

<u>Reservations open</u>	<u>For meeting dates in</u>
October 15	December, January, February
January 15	March, April, May
April 15	June, July, August
July 15	September, October, November

For all other organizations:

<u>Reservations open</u>	<u>For meeting dates in</u>
November 15	December, January, February
February 15	March, April, May
May 15	June, July, August
August 15	September, October, November

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- C. Reservations must be made by an adult (18 years or older). This individual will be the contact person for the reservation and will be the only person authorized to make changes to the reservation. This individual will be required to present his or her library card or photo I.D. to gain entry to the room on the date of the reservation.
- D. Applications for use of the meeting room are accepted by mail, email, or in person.
- E. Reservations must be received a minimum of one week prior to an event. Reservations are considered tentative until the application is received, approved and confirmed by the Library Director or designee. Reservations will be confirmed within 5 business days.
- F. The meeting room may be reserved for the following days and times:

Monday through Thursday: 10 a.m. – 8:30 p.m.

Friday: 10 a.m. – 6:30 p.m.

Saturday: 10 a.m. – 4:30 p.m.

Reservations are scheduled in half-hour increments beginning at the top or bottom of each hour.

The meeting room is not available on days the Library is closed.

Meetings sponsored or co-sponsored by the Library, may extend beyond public service hours, given the presence of an authorized staff member.

- G. Limit one reservation per month.
- H. Reservations are not transferable.

#### IV. ENDORSEMENT

Use of the meeting room by organizations other than the Library 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 publicity announcing or advertising 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."

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The Library logo may not be used on any advertisement or posting without the approval of the Library Director or designee.

### V. EQUAL OPPORTUNITY & ADA ACCOMMODATIONS

Organizations must open their meetings to the general public.

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

It is the sole responsibility of the organization using the room to recognize and adhere to Americans with Disabilities Act (ADA) regulations. Costs associated with compliance are the organization's responsibility.

### VI. ROOM CAPACITIES, EQUIPMENT & AMENITIES

The meeting rooms are available to groups of more than 6 people. (Groups of 6 or less may use a study room.)

#### EAST ROOM

Maximum capacity:

\_\_\_\_\_ auditorium style (chairs only)    \_\_\_\_\_ classroom style (tables + chairs)

Included Equipment & Amenities:

\_\_\_ Tables

\_\_\_ Chairs

Projection Screen

Wireless Internet

#### WEST ROOM

Maximum capacity:

\_\_\_\_\_ auditorium style (chairs only)    \_\_\_\_\_ classroom style (tables + chairs)

Included Equipment & Amenities:

\_\_\_ Tables

\_\_\_ Chairs

Projection Screen

Wireless Internet

Kitchenette with sink, small refrigerator

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### COMBINED ROOM

Maximum capacity:

\_\_\_\_\_ auditorium style (chairs only)    \_\_\_\_\_ classroom style (tables + chairs)

Included Equipment & Amenities:

\_\_\_ Tables

\_\_\_ Chairs

Projection Screen

Wireless Internet

Kitchenette with sink, small refrigerator

### OPTIONAL EQUIPMENT & SERVICES

The following equipment and services are available for any meeting room. Request must be made at time of reservation and fees must be paid within 5 days of reservation confirmation. Subject to availability. Fees will not apply to government entities or organizations of which the Library is a member.

- Table & Chair setup and take down      Flat Fee of \$50
  
- Audio Visual Package  
Includes any combination of the following: Podium with microphone,  
Projector, DVD player, Laptop computer, plus technical support.  
Up to 3 hours - \$75                      3 to 6 hours - \$150  
6 to 9 hours - \$200                      More than 9 hours \$250

## VII. CANCELLATIONS & REFUNDS

- A. Cancellations will be accepted from the original applicant only. Refunds will be made only if the notice of cancellation is received no later than three business days prior to the reservation.
  
- B. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances such as a building or weather-related emergency. A full refund will be issued.
  
- C. The Library reserves the right to stop meetings that are disruptive to normal Library operations. No refunds will be issued.

## VII. OTHER RULES & RESTRICTIONS

- A. The meeting room must be left clean and orderly.
  
- B. Organizations may not use the Library's mailing address, phone number, etc. for ongoing operational activities.

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- C. Children (17 years and under) must be directly and continuously supervised by an adult (18 year or older) who will assume responsibility for the group's activities.
- D. Unless an organization has paid for setup and take down, tables and chairs should be returned to their original locations.
- E. The individual who submitted the reservation application is obligated to be present throughout the reservation and to ensure that participants comply with the rules and restrictions outlined in this policy.
- F. No open flames or candles are permitted.
- G. Use of glue, paint and glitter is prohibited except for directly supervised Library programs. Organizations must use reasonable caution, including covering table surfaces, for activities that may cause damage.
- H. Nothing may be attached to the walls, ceiling, floor, furniture, equipment or doors. No signs or posters pertaining to a non-Library-sponsored meeting may be posted on Library property with the exception of the Community Bulletin Board which requires prior approval.
- I. Equipment, supplies or personal belongings cannot be stored or left at the Library.
- J. The Library is not responsible for the loss of or damage to any equipment or material owned or rented by an organization.
- K. 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 clean-up.
- L. Alcoholic beverages are not permitted without prior approval by the Library Board of Trustees.
- M. All use of the meeting room must be in compliance with Library policies including, but not limited to:
  - General Conduct Policy (Policy No. 320)
  - Unattended Children (Policy No. 340)
- N. Covered beverages are permitted throughout the Library. Simple refreshments or snacks (fruit, cookies, crackers) may be served in the meeting room. Simple boxed lunches or cold catered or prepared food are permitted, but not meals of a more elaborate nature. Cooking and/or use of heating elements must be pre-



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approved by the Library Director or designee. Food may not be taken out of the meeting rooms.

- O. The meeting room applicant and the group or organization shall be jointly and severally liable for any breakage, damage or theft of any Library property caused by members or guests of the group or organization. Damages and/or cleanup costs will be billed at a rate equal to the actual cost plus 20%.
- P. The Library Director or designee will notify the applicant in writing of any violations of the meeting room regulations.
- Q. Permission to use the meeting room may be withheld from groups that have:
  - Damaged the room, furnishings or equipment
  - Violated a Library policy
  - Cancelled three reservations in a 12-month period (includes no-shows)
  - Failed to vacate the premises in a timely manner

### VIII. APPEALS PROCESS

A group or organization which has been denied permission to use the meeting room may appeal such denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least seven business days before such Board Meeting.

### IX. AMENDMENTS AND REVISIONS

The Board of Trustees of the Warrenville Public Library District will review this policy and its regulations periodically and reserves the right to amend them at any time.