

SUBJECT: PUBLIC USE OF MEETING ROOMS

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I. PURPOSE

Naperville Public Library's meeting rooms are designed primarily to meet the operational needs of the library and offer accommodations for educational, informational, cultural, and civic functions of the Naperville community. When not used for library purposes, meeting rooms are available for public use. Public access for study and conference rooms is covered in Policy 325 – Public Use of Study and Conference Rooms.

II. PRIORITIES

Meeting rooms area available on an equitable basis. Priority use of meeting rooms is as follows:

- A. Meetings, educational, informational, cultural, and civic programs sponsored or co-sponsored by the Library
- B. Meetings of the City of Naperville and other agencies of local government.
- C. Meetings of not-for-profit organizations
- D. Meetings of for-profit organizations.

III. RESERVATIONS, SCHEDULING, AND RESPONSIBILITIES

- A. Reservations may be made by a Naperville resident (18 years or older) who has a current Naperville Public Library card free of fines or fees.
- B. Non-residents who have their home library cards registered with Naperville Public Library may reserve meeting rooms if their library account is free of fines or fees.
- C. Requests to rent meeting rooms must be made using the online room reservation system available on the library websites, <http://www.naperville-lib.org/about/meeting-rooms>.
- D. Reservations may be made up to three months in advance from the current date. No requests may be made with less than ten days notice.
- E. Payment may be made online through the reservation system. Checks must be submitted to the Finance Department at the Naper Blvd. Library, 2035 S. Naper Blvd. Reservations are considered tentative until the application and payment are received, and the reservation is confirmed by email.
- F. The applicant shall be the contact person, and shall be the only person authorized to make changes in room arrangements.
- G. The applicant must be present at the event and agree to abide by this policy and all library policies.
- H. No person or group may assign its reservation to another person or group.
- I. All groups of persons under 18 years of age must be under direct and constant supervision by adults.
- J. Permission to use the meeting rooms may be withheld from persons or groups that have damaged library property, caused a disturbance, or failed to comply with the library's rules and regulations.

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IV. CANCELLATIONS AND REFUNDS

- A. Cancellations will be accepted from the original applicant only.
- B. Refunds for cancellations will be made only if the notice of cancellation is received no later than seventy-two (72) hours before the scheduled event. Refunds will not be made for cancellations with less than seventy-two (72) hours advance notice unless cancelled by the Library.
- C. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances, such as a building or weather-related emergency.
- D. The Library reserves the right to stop meetings that are disruptive to normal Library operations or other programming events. No refunds will be issued.

V. ENDORSEMENT

- A. Use of the meeting rooms 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.
- B. All advertisements, mailings, and postings must include the disclaimer, "This event is not endorsed by or affiliated with the Naperville Public Library."

VI. EQUAL OPPORTUNITY

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

VII. LIABILITY

- A. All organizations or groups shall indemnify, defend and hold harmless the Naperville Public Library and the City of Naperville, its officers, agents and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the renter which results in personal injuries or property damage arising from the renter's use of the Library meeting room.
- B. The applicant and/or organization will be jointly and separately liable for any breakage, damage or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.
- C. The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of meeting room.

VIII. SCHEDULE OF FEES

- A. Time-slots available: Morning 9-12:30; Afternoon 1-4:30; Evening 5-8:30. The full fee applies to all or any part of a time-slot.
- B. Nichols Library is not available on Sundays. 95th Street Library and Naper Blvd. library are not available on Sunday evenings.
- C. Rental Fees

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Room	For Profit	Non-Profit	Kitchen/Food Service
Nichols Community Room	\$150	\$75	\$30
Naper Blvd. Program Room	\$80	\$40	Coffee pot only \$20
95 th Street, Room A/B	\$150	\$75	\$30
95 th Street, Room A	\$80	\$40	\$30
95 th Street, Room B	\$80	\$40	\$30
95 th Street, Room C (Nomura)	\$80	\$40	\$30
Non-Resident Registered Reciprocal Borrowers	Add \$25	Add \$25	

D. Miscellaneous Equipment

Piano (95 th Street, Meeting Room B)	\$30
Speaker System Wireless Microphone	\$25
Built-In Overhead LCD Projector with laptop. DVD player may be requested at Nichols or 95th Street Library	\$25

E. Notes on Fees

1. Nonprofit groups may be required to provide proof of tax-exempt status, a certificate of good standing from the State of Illinois, Department of Business Services, or other validation documentation.
2. The basic meeting room fee includes the setup and dismantling of chairs and tables.
3. Requests for equipment should be made at the time of application. Rental fees apply to any equipment requested on the day of the event. Payment must be made at the front desk.
4. Practice sessions for the piano or any equipment, will require separate room booking and the corresponding fee(s).
5. Groups using amplified music at the 95th Street Library must reserve and pay for both segments of Room A/B. Sound must be kept at a reasonable level.
6. Any costs for special cleanup, damage, or equipment repairs incurred by the Library as a result of renter's use may be charged to the applicant.

IX. LIMITS OF USE

A. The meeting rooms may not be reserved for:

1. Social gatherings or private parties.
2. Fundraising events.
3. Meetings organized by a political candidate or by an organization formed specifically for a candidate or an issue.
4. Programs or gatherings which present a clear and present danger to the welfare of the participants, library staff, patrons, or the community.
5. Programs which would disturb library users, impede library staff, endanger the library building or interfere with the functions of the library.

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- B. Organizations may not use the library for ongoing operational activities. No more than two events per week may be scheduled.
- C. Organizations may not use the name, address, or telephone number of the library, except for notifying attendees of the location of the meeting.
- D. The Naperville Public Library logo may not be used on any advertisement or posting.
- E. Use of any flames is prohibited, including matches, candles, incense, sterno, etc.
- F. Alcoholic beverages are not permitted anywhere in the facilities or on library property.
- G. Approval of events not included here will be determined by the library's Executive Director, or designee, who is authorized to establish reasonable regulations governing use of the meetings rooms and related fees.
- H. Room capacities vary according to the set-ups. The library will limit the capacity of each room based on current code requirements. Tables, chairs and other equipment are subject to availability.

X. USE/CARE OF FACILITIES AND EQUIPMENT

- A. The meeting rooms are to be left as they were found.
- B. Only library chairs and tables are permitted for use in the meeting rooms. Chairs or tables are not allowed outside the meeting rooms.
- C. Signage is not permitted.
- D. Equipment, supplies, or personal effects cannot be stored in the Library before or after use.
- E. All groups must provide their own support for preparation and reasonable clean-up.
- F. Meeting preparations and take down must be made within the 3 ½ hour time slot. Remaining in meeting rooms beyond the reserved time may result in denial of future reservations and additional charges.

XI. REFRESHMENTS

- A. Serving any food, including packaged snacks, donuts, or cookies, or beverages of any kind, requires payment of the kitchen fee. With a paid kitchen fee, the library will provide a coffeemaker and water, if requested. Renters must furnish all supplies and prepare their own coffee. Only cold catered food is allowed. Cooking or warming food is not allowed.
- B. Library staff will not sign for, accept, or acknowledge any deliveries of food or materials arranged by renters.
- C. Food may not be taken out of the meeting rooms. Beverages must be covered if carried outside the meeting rooms.