

MEETING ROOM POLICY

ST. CHARLES PUBLIC LIBRARY DISTRICT

The St. Charles Public Library (the Library) allows use of its meeting rooms as a limited public forum. Use of the meeting rooms must be consistent with the Library's mission, i.e., use for educational, cultural, intellectual or civic purposes/programs. The Library will not discriminate in making its premises available for use based on viewpoints expressed by applicants or the race, national origin, religion, sex, gender, sexual orientation, political affiliations or physical limitations of its applicants. Thus, the Contracting Party's event will not promote, or have the effect of promoting, discrimination, contempt or hatred for any group or person based on race, national origin, religion, sex, gender identity, sexual orientation, political affiliations or any other similar factor.

Use of the meeting rooms does not constitute Library sponsorship or Library endorsement of the applicant or the applicant's program or purpose. Advertisements or announcements implying or stating Library endorsement are prohibited.

This Policy is not all-inclusive. The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees, and is authorized to approve use for situations not described in this Policy. The Library reserves the right to waive portions of this Policy to accommodate Library-sponsored meetings and programs.

Priority is given to Library meetings or programs, Library-sponsored meetings or programs, and Library-related meetings or programs. Library use may preempt any scheduled uses. Generally, meeting rooms are available on a first-come, first-served basis.

1. SINGLE MEETINGS

Applications must be submitted and rental fees paid at least two (2) weeks in advance of the desired meeting date, or the reservation will be canceled. Reservations may be made up to (90) ninety days in advance.

2. MULTIPLE MEETINGS

The Library may not be able to accommodate groups desiring to schedule multiple meetings. Generally, no more than one meeting per month may be scheduled by an organization. Reservations for monthly meetings may be made up to (90) ninety days in advance. The Library reserves the right to limit the number of reservations by any organization.

3. APPLICATION FORM

For meeting rooms, the Library's application form must be completed and signed by a person 18 years or older. The person signing an application form assumes full responsibility for the group and for any fees or damages. There are Study Rooms available for any cardholder, including cardholders under the age of 18. The applicant must provide the Library with a Certificate of Insurance confirming insurance coverage of at least \$250,000, naming the St. Charles Public Library District as an Additional Insured. See Meeting Room Application for insurance requirements.

4. ROOM RENTAL FEES

Group	Room Rental Fees – First Two Hours	Room Rental Fees – Additional Hourly Rate	Requirements
Local Government Agency	\$0	\$10	None
Local Community Group	\$0	\$10	Library card required
Non-Resident Community Group	\$35	\$20	None
Local Service Organization	\$35	\$10	Library card required
Non-Resident Service Organization	\$50	\$20	None
Local Homeowner Association	\$35	\$10	Library card required
Music Recitals without Piano Accompaniment	\$50	\$25	None
Group/Recitals with Piano Accompaniment	\$100	\$25	None
Non-Profit Group	\$35	\$10	501(c)(3) Certificate required
Local For-Profit Group	\$125	\$25	Library card required

- Fees must be paid (2) two weeks prior to meeting date or the reservation will be canceled.
- Fees will be returned if the application is denied.
- There is a \$15 fee for use of and assistance with IT equipment.
- There is a \$10 fee for serving light snacks.
- There is a \$50 penalty for meetings which extend beyond the Library’s closing time.
- Additional charges may be assessed for room damages beyond ordinary wear and tear.
- “Local” refers to the St. Charles Public Library District and organizations which are in the District and/or benefit primarily District residents.

5. RESERVATION CHANGES

The Library reserves the right to cancel, relocate or revoke use of meeting rooms. Inclusion of false information on the application form and/or failure to comply with meeting room regulations will result in automatic and immediate revocation of permission. No group may assign its reservation to another group. In the event of a Library building emergency or weather-related emergency, the Library reserves the right to cancel the meeting. Information on closings is available at the Library’s phone numbers, 630-584-0076, or at 847-238-1234.

When an applicant wishes to cancel a reservation, the Administration Office should be notified by phone immediately. Cancellation less than 48 hours prior to the scheduled meeting may result in forfeiture of the meeting room fees. Two (2) meeting no-shows, within a calendar year may result in forfeiture of future use privileges. If there are last minute changes on the day of the meeting, the applicant must contact the Library’s Manager in Charge.

6. HOURS OF MEETING

- All meetings must end 15 minutes prior to closing time.

- Meetings are scheduled during regular Library hours unless approved by the Director.
- Set-up time and takedown time are built into the room rental fee.

7. ATTENDANCE SIZE

Attendance is limited according to meeting room and seating arrangement. Attendance may not exceed the maximum number of people allowed by the St. Charles Fire Department.

Room	Capacity	Kitchen Features
Bisbee Conference	18	Coffee maker, sink/counter
Carnegie Community	90	Coffee maker, sink/counter
Huntley Community	100 (full), 60 (north half), 20 (south half)	Coffee maker, refrigerator, sink/counter
Miller Haase Community	60	Coffee maker, sink/counter
Study Rooms	See Addendum I	

8. EQUIPMENT

The Equipment fee of \$15 includes IT set up by Library staff and any assistance needed. The Library provides device sharing software capability in all meeting rooms. Applicants can connect to a display using their own device wirelessly, or a device will be provided for presentation purposes using the applicant's flash drive. The Library is not liable for the loss or damage of equipment used by the applicant. Library equipment shall not be removed from meeting rooms.

Equipment	Huntley / Miller Haase Community Rooms	Carnegie Community Room	Bisbee Conference Room
Bring Your Own Device (wireless connection to display)	X	X	X
HDMI Connection (wired option) Bring Your Own Laptop w/ HDMI out. Please confirm on your own laptop.	X	X	X
Digital Projector or Flat Panel Display and Computer	Bring Your Own Device ~ or bring your own presentation on flash drive ~ or use PC in room		
DVD or Blu-Ray Video Playback*	*Requires staff assistance		
Projection Screen (if needed)	X	X	X
Podium (Lectern)	X	X	
Presentation Easel	X	X	X
Wireless Microphones	X	X	
Music Stands – 5 Available	X	X	
Assistive Listening System w/Microphone*	*requires staff assistance	*requires staff assistance	

The grand piano is tuned regularly. If additional tuning is requested, the Administration Office will schedule the tuning. The applicant will pay the cost in advance. The piano located in the Carnegie Community Room must not be moved. A fee of \$100 will be charged if the piano is moved. Patrons and groups not having arranged for the use of the pianos must not uncover them or play them. A portion of the room rental fees for music recitals helps fund the Library's Classical Music Concert Series sponsored by the St. Charles Public Library Foundation.

9. KITCHEN USE

- There is a \$10 fee for serving light snacks, e.g., fruit, vegetables, cheese, cold sandwiches.
- Coffee makers are provided but organizations must supply coffee, cream, sugar, and paper products.
- Refrigerator (Huntley Community Room).
- Outside electrical kitchen equipment is not permitted.
- All equipment and appliances must be left unplugged.
- All kitchen sinks and counters must be left in a clean and orderly condition.

10. RESTROOM FACILITIES

Public restrooms are available/accessible. All restrooms have baby-changing tables. The Library also offers a gender-neutral and family restroom. This restroom includes an adult-changing table. In addition, there is a Wellness Room on the lower level for nursing mothers.

11. REGULATIONS FOR USE OF THE MEETING ROOMS

- All uses must be consistent with the Library's mission, i.e. use for educational, cultural, intellectual or civic purposes/programs.
- Use of tobacco products and/or cannabis products or tobacco and/or cannabis related products is prohibited.
- Only Library and Library sponsored events are allowed to serve alcoholic beverages (see Alcoholic Beverages Policy).
- Gambling is prohibited.
- Organizations must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their programs.
- The Library does not provide storage or assistance in carrying supplies and materials to meeting rooms.
- The Library will not accept deliveries for groups using the meeting rooms.
- Organizations may not use the name, telephone number, or address of the Library, even on a temporary basis, except for notification of location of a specific meeting.
- Private functions/individual uses/personal uses are not allowed.
- Events shall not pose a clear and present danger to the welfare of the participants, attendees, Library staff, Library patrons and/or the community.
- Events shall not disturb Library functions or disrupt or interfere with Library staff or patrons.
- Promotion of events not sponsored or co-sponsored by the Library shall not indicate, suggest or imply Library sponsorship or Library endorsement.
- Patrons under the age of 18 may use the meeting rooms only under direct and constant supervision of adults who assume full responsibility for all activities and conduct. There must be at least one adult for every 15 minors at meetings.
- The application must contain a seating and table layout plan.
- It is not permissible to rearrange Library furniture or borrow furnishings from other parts of the Library.

- No signs or decorations may be attached to the walls, ceiling, floor, furniture, equipment, or doors. Decorations are limited to those that are freestanding and conform to all applicable fire regulations. Rooms must be left clean and orderly.
- Solicitation of names and addresses of attendees is prohibited. Exceptions are allowed for Library-sponsored events and events that benefit the Library.
- Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited.
- Candles and other fires/open flames are prohibited.
- The Library does not provide childcare service. In accordance with Library policy, meeting room attendees may not leave children under (7) seven years of age unattended.
- No admission fees may be charged or donations collected. Exceptions are allowed for Library sponsored events and events that benefit the Library.
- Generally, the public may attend a meeting held in one of the meeting rooms. Exceptions: Closed sessions held by governmental bodies or Library events or events co-sponsored by the Library which events are accessible only to designated attendees, i.e. ticketed events.
- Library staff have free access to meeting rooms at all times. The Library retains the right to monitor all meetings to ensure compliance with Library policies.
- If a meeting is canceled, once in progress, meeting room fees will not be refunded.

12. DAMAGES AND LIABILITY

Any individual, group, or organization using a meeting room is responsible for any damage to the meeting room, Library building, grounds, collections or equipment caused by the group or organization and/or attendees.

Questions not covered in this Policy should be addressed to the Library Administration Office.

13. APPEAL AND REVIEW

The Board of Library Trustees of the St. Charles Public Library District (the Board) will review this Policy periodically and reserves the right to amend this Policy at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances.

Any appeals for changes in, or exceptions to, any portion of this Policy will be considered. An individual or organization wishing to file an appeal shall submit an appeal to the Library Director in writing.

The Library Director will respond in writing within a reasonable time. If an individual or organization feels the Library Director's response does not resolve the issue, the individual or organization may submit a written request for consideration by the Board. The Board will review the request and notify the organization or individual of the Board's decision in writing within a reasonable time.

Reviewed: 1/10/90;
 Revised: 5/9/90; 5/9/90; 3/11/92; 6/9/93; 10/31/97;
 2/11/98; 6/10/98; 7/13/98; 1/26/99;
 6/1/99; 9/1/99; 4/10/02; 1/6/04;
 5/10/06; 1/13/09; 3/20/09; 4/9/09;
 10/14/09; 12/9/09; 9/27/11; 12/14/11;
 2/8/12; 5/9/12; 2/1/14; 10/12/16; 3/7/17;
 5/10/17; 2/10/21

**ADDENDUM I
STUDY ROOMS**

STUDY ROOMS

Study rooms accommodating from one (1) up to twelve (12) people are available during regular Library hours without charge to St. Charles Public Library card holders in middle school and older, and to Literacy Volunteer of Fox Valley tutors and students. There is a fee for non-St. Charles Public Library cardholders.

Fees for non-Library cardholders: \$5.00 per hour or portion of an hour, with a two-hour maximum. Extended times may be available by checking with Circulation staff.

To reserve a study room visit the Library website, scpld.org/meeting_rooms, or call Circulation staff at 630-584-0076, ext. 210.

For cancellations, please call Circulation staff at 630-584-0076, ext. 210. Study room reservations are released after 15 minutes into the reservation time.

Covered drinks are allowed in study rooms. Food is not allowed in study rooms. There are designated areas in the Library where food is allowed.

Study Room #	Capacity	Reservation Availability	Custom Equipment (see below for Standard Equipment*)
118A	2	Reserve one week in advance, walk-in basis	
118B	2	Reserve one week in advance, walk-in basis	
117A	4	Reserve one week in advance, walk-in basis	
117B	5	Reserve one week in advance, walk-in basis	Video conferencing
110	10	Reserve one week in advance, walk-in basis	Video conferencing
Sound Booth	4	Reserve one week in advance, walk-in basis	
202A	2	For use by Literacy Volunteers of Fox Valley	

***Standard Equipment**

Bring Your Own Device (wireless connection to display).
HDMI Connection (wired option) Bring Your Own Laptop w/HDMI out.
Digital Projector or Flat Panel Display and Computer

Revised: 10/25/07; 3/20/09; 2/1/10;
5/9/12; 2/1/15; 10/12/16;
3/7/17; 5/10/17; 2/10/21