



St. Charles Public Library
One South Sixth Avenue
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630-584-0076 ■ FAX 630-584-9262
www.stcharleslibrary.org

MEETING ROOM POLICY ST. CHARLES PUBLIC LIBRARY DISTRICT

The St. Charles Public Library (the Library) provides meeting rooms as a limited public forum to support its informational, educational and recreational mission and roles. The Library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religion, sex, sexual orientation, political affiliations or physical limitations of its users. Use of the meeting rooms does not constitute sponsorship or endorsement of the users or the users' beliefs by the St. Charles Public Library or the Board of Library Trustees. Advertisements or announcements implying or stating such endorsement are prohibited.

Priority for reserving the use of the meeting rooms is given in the following order:

- 1 Meetings of the St. Charles Public Library Board of Trustees.
2. Library sponsored and related meetings and programs.
3. Official agencies and boards of governments serving the residents of the Library District.
4. Local community service groups.*
5. Businesses located in the Library District for non-commercial use.
6. Non-profit groups (non-profit groups must have proof of non-profit status in the state of Illinois).

*"Local" refers to the St. Charles Public Library District and groups or agencies which are in the District and/or benefit primarily District residents.

This policy is not all-inclusive. Approval of individual meeting situations not described here will be determined by the Library Director, who is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

We reserve the right to waive portions of this policy to accommodate Library-sponsored meetings and programs.

Priority is given to meetings or programs of the Library Board of Trustees, Library-sponsored meetings or programs, and Library-related meetings or programs. Library functions and programs have first priority, and Library needs may preempt any other scheduled event. Other than this, meeting rooms are available on a first-come, first-served basis.

Piano and other recitals are allowed in the Carnegie Community Room as Priority #4 providing the majority of the pupils live in the Library District.

EXCLUSIONS

1. Private social functions.
2. Programs which are not suitable for the Library's physical facilities.
3. Programs or gatherings which present a clear and present danger to the welfare of the participants, attendees, Library staff and patrons, and/or the community.
4. Programs not in keeping with the Library's goals and objectives, or which would disturb functions of the Library by causing excessive noise, safety hazard, security risk, etc.
5. Commercial enterprises promoting or causing the sale of property or services for monetary gain.
6. Individual use, such as not-for-profit tutoring (exception: study rooms).
7. Illegal gambling activities.

RESERVATIONS

1. SINGLE MEETINGS

In order to insure availability of a meeting room, applications should be made and rental fees paid at least two (2) weeks in advance of the desired meeting date. Reservations for monthly meetings may be made up to ninety days in advance.

2. MULTIPLE MEETINGS

Because of the demand for use of the meeting rooms, the Library may not be able to accommodate groups desiring to schedule multiple meetings. No more than one meeting per month may be scheduled on a regular basis. Reservations for monthly meetings may be made up to ninety days in advance. The Library reserves the right to limit the number of reservations by any organization.

3. APPLICATION FORM

The Library's application form must be completed and signed by a Library cardholder 18 years or older and willing to assume responsibility for the group as well as any fees or damages, and filed with the Business Office. (Non-profit and official government agencies are exempt from the cardholder requirement). All fees must be received at least two (2) weeks prior to the date of the meeting or the reservation(s) will be cancelled. Confirmation of the application will be sent by email/mail to the applicant.

4. REVOCAION OF PERMISSION

The Library reserves the right to revoke permission to use the meeting room. 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.

5. CANCELLATION

By groups:

When it is necessary to cancel a reservation, the Business Office should be notified immediately. Cancellation less than 24 hours prior to the scheduled meeting time may result in forfeiture of the meeting room fee.

By the Library:

The Library reserves the right to cancel any reservation due to unforeseen circumstances or to relocate any scheduled meeting if circumstances warrant. In the event of a Library building- or weather-related emergency, the Library reserves the right to cancel the meeting. Information on closings is available at the Library number, 630-584-0076, or at 847/238-1234 and

www.EmergencyClosings.com

6. RESERVATION CHANGES

No changes in room arrangement or equipment requested may be made on the day of the meeting. Changes must be requested at least 48 hours in advance of the meeting time.

No group may assign its reservation to another group.

HOURS OF MEETING

All meetings MUST conclude 15 minutes prior to closing time. Meetings are scheduled during regular Library hours.

Group representatives are not permitted to enter the building before or after the Library's regular open hours. Access to the meeting room is available no more than one-half (1/2) hour prior to the scheduled meeting and must be scheduled in advance with the Business Office. If your group requires more set-up time, it must be arranged two weeks prior to the meeting date. Thirty minute set-up time is included in the reservation fee. If more time is required, it must be arranged no less than two weeks prior to the meeting date.

FEES

A fee for each meeting must accompany the application form and be received at least two (2) weeks prior to the requested date. The fee will be returned if the application is denied. The fee, or base rate, covers up to two hours of meeting room use.

- Beyond two hours, there is an additional hourly rate for any hour or portion of an hour, up to 15 minutes prior to the Library's closing time.
- There are additional fees for kitchen and equipment use.
- There is a penalty of \$50 per hour, or portion of an hour, for commercial groups and \$25 per hour, or portion of an hour, for non-profit or private organizations for meetings extending beyond Library closing time.
- Fees are waived for local tax-supported or governmental agencies whose headquarters are within the St. Charles Public Library District, except for (1) charges for cleaning and damages caused by other than ordinary wear and tear, and (2) meetings that extend beyond the Library's regular closing time.
- For specific fees, please refer to the sections on "Equipment" and "Kitchen Use," and the attached FEE SCHEDULE.

ATTENDANCE SIZE

Attendance is limited according to meeting room and seating arrangement. Attendance may not exceed the maximum number of people certified by the St. Charles Fire Department as the occupancy limit for the rooms.

AVAILABLE MEETING ROOMS & CAPACITY

The following rooms are available for public use:

Huntley Meeting Room (1,273 sq. ft.):

Full room: 90 people (theatre style) ~ 79 people (tables & chairs)

Half room: 30 people (theatre style) ~ 30 (tables & chairs)

Bisbee Conference Room (356 sq. ft.): 12 people around table; 23 people total

Carnegie Community Room (1,420 sq. ft. with 190 sq. ft. stage): 90 people

Study Rooms (Please see Addendum I)

Because the Bisbee Conference Room is the Board meeting room, its availability is less certain than that of the others. The Staff Room is not a public meeting room.

EQUIPMENT

The Library provides the following equipment in the Huntley Meeting Room, the Bisbee Conference Room and the Carnegie Community Room. Any rental fees that may apply are noted on table below:

EQUIPMENT:

| Equipment (X = available without charge) | Huntley Meeting Room | Carnegie Community Room | Bisbee Conference Room |
|--|------------------------------------|---|---------------------------------------|
| Digital Projector and Computer | presentation on flash drive | presentation on flash drive | n/a |
| DVD/VHS Video Projection | requires staff assistance* | n/a | n/a |
| Projection Screen | X | X | X |
| Podium (Lectern) | X | X (has microphone built in) | n/a |
| Piano (check payable to: St. Charles Public Library Foundation) | X | \$75.00 (Funds Classical Music Series) | n/a |
| TV/VHS Player or DVD Player on Cart | X | X | X |
| Dry Erase Board (markers are not provided) | X | n/a | n/a |
| Presentation Easel with Paper | \$3.00 fee | \$3.00 fee | \$3.00 fee |
| Portable Stage: 8' x 8' – 7.5" in height | X | n/a | n/a |
| Music Stands – 5 Available | X | X | n/a |
| Assistive Listening System w/Microphone* | requires staff assistance* | n/a | n/a |

*Staff Assistance is \$12 per hour.

The pianos are tuned regularly. If additional tuning is requested, the Business Office will schedule the tuning. The cost will be paid by the requester in advance. Patrons and groups not having arranged for the use of the pianos must not uncover or play them. All income from the rental of the piano is used to fund the Library's Classical Music Concert Series that is sponsored by the St. Charles Public Library Foundation.

No equipment will be loaned outside the Library.

The Library Staff will provide instruction for the use of equipment, but will not be present to operate it for meetings and programs. Arrangement for the instruction must be made on the meeting room application, no later than one (1) week in advance of the meeting date.

KITCHEN USE (HUNTLEY MEETING ROOM)

There is a \$5 fee for kitchen use. The following equipment is available:

Coffee makers - 45 cup & 55 cup (**Groups must supply their own coffee, cream, sugar, and paper products.** Coffee brewing time is approximately 30 minutes).

Refrigerator - (not for storage)

Paper towels

WASHROOM FACILITIES

Washroom facilities are available and readily accessible.

REGULATIONS FOR USE OF THE MEETING ROOMS

No smoking or tobacco product use is allowed on Library property.

No alcoholic beverages are allowed.

Only light refreshments are permitted in the Huntley Meeting Room, Carnegie Community Room and Bisbee Conference Room for groups of 50 and under. No cooking facilities are available. **Groups must supply their own coffee, cream, sugar, and paper products.**

The Huntley Meeting Room and kitchen area must be left in a clean and orderly condition.

All equipment and appliances must be left unplugged

The Library does not provide storage or assistance in carrying supplies and materials to the meeting room.

The Library will not accept deliveries for groups that have scheduled meetings.

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. The Library will not receive non-emergency calls or take messages for individuals or organizations.

Promotion of non-library-sponsored events must not imply Library sponsorship or endorsement.

No one at any meeting extending beyond Library closing hours may be in any part of the Library other than the meeting room, lobby, or adjacent washrooms.

Signs with meeting information may be displayed on approved Library signs in the lobby. The signs may contain only the name of the organization and the time and room of the meeting. No other signs will be displayed anywhere else inside or outside the Library on Library property. (A limited number of signs are available and must be requested on the application form).

Minors (i.e., under the age of 18) may use the meeting rooms only under direct and constant supervision of adults, who will assume full responsibility for activities and conditions. There must be one adult for every 15 minors at non-Library related meetings.

A seating and table layout plan must be submitted with the application. If no plan is submitted, you must accept the room as arranged by the Library. No group may do its own set up. **No set up changes can be accommodated on the day of the meeting.**

Nothing (signs, decorations, etc.) may be attached to the walls (except where and in the manner allowed), ceiling, floor, furniture, equipment, or doors. Decorations are limited to those that are free-standing and conform to fire regulations.

Non-Library related literature may not be distributed on Library property except during a meeting or program of a group in the meeting room they have reserved. (The Library provides display space for non-Library literature and announcements of non-commercial nature of local service organizations and governmental agencies.

Circulation of petitions relating to local, state, and national government elections and referenda are permitted, provided circulators do not annoy or bother patrons, do not interfere with public safety or safe and easy access to the building, and do not campaign or proselytize.

Solicitation of names and addresses of attendees for business purposes, distribution of commercial literature, business cards, or the sale of business merchandise is prohibited. Private counseling, tutoring and other individual sessions are permissible only if offered to clients free of charge. Exceptions are allowed for Library-sponsored events and events that benefit the Library. Groups will be responsible for the meeting room during the time they are scheduled to use it, and will be charged for any damage or loss to the room, furniture, or equipment.

It is not permissible to rearrange Library furniture or to borrow furnishings from other parts of the Library.

Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited. Candles and other fires are prohibited.

Babysitting service for the children of persons attending meetings is not provided by the Library. Meeting room attendees may not leave children under seven unattended in the Library, in accordance with Library policy.

No admission fees may be charged or donations collected for programs. Membership and activity fees may be collected for non-commercial organizations. Meetings of commercial organizations must be educational in purpose; direct solicitation of goods or services on Library property is prohibited. No products or services may be solicited or sold except those that directly benefit the Library.

Should any special cleaning be required as a result of a group's use of the meeting room, a charge of \$25.00 per hour or fraction thereof will be made for janitorial labor and equipment.

Additional electrical equipment, other than that provided by the Library, is not permitted in the kitchen or meeting room without prior approval by the Library Director.

Any group which does not leave the Library promptly at closing will be charged \$25 per hour, or any portion of an hour, past closing time of the Library (See HOURS OF MEETINGS.)

Groups must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their programs.

Any member of the public who wishes to attend a meeting in one of the Library's public meeting rooms must be allowed to do so. (Exception: Closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act).

Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on Library premises to ensure compliance with Library rules and regulations.

DAMAGES AND LIABILITY

Any individual, group, or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Any large group or groups which, in the judgment of the Library staff or Trustees, will be noisy or distract from the quiet enjoyment of other Library users may be scheduled only at hours when the Library is closed to the public. On such occasions, the individual reserving a meeting room will be

required to pay the actual cost of maintenance and security necessary for the meeting, program or event in advance. A cashier's check made payable to the Library for the estimated amount must be received by the Library business office a minimum of ten days before the meeting, program or event is to be held. After the meeting, program or event is held, the actual costs will be determined and either a refund or a billing for cost incurred will be made.

If, on the advice of law enforcement officials, the Library staff or Trustees determine that a reasonable possibility of a threat to the safety of Library staff, Library users or members of the public might occur, based on prior experience of the group or speaker at this Library or at other occasions where the group has held meetings which have been disruptive or had a potential for violence, the following shall be required: The individual or group reserving the meeting room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures need to be taken for the meeting; and the individual or group reserving the meeting room shall obtain a special event liability policy for \$1,000,000.00 for injury or damage to property occurring at the meeting, program or event.

Questions that are not covered in this policy should be addressed to the Library Business Office.

APPEAL AND REVIEW

The Board of Trustees of the St. Charles Public Library District will review the meeting room policy and regulations periodically, and reserves the right to amend them 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 the meeting room policy will be considered. An individual or organization wishing to file an appeal shall submit it to the Library Director in writing.

The Library Director will respond in writing. If the individual or organization feels that the response is unsatisfactory, he/she may submit a written request for consideration by the Board of Directors. The Board of Directors will review the request and notify the organization or individual of their decision in writing. The Board's decision is final.

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

**ST. CHARLES PUBLIC LIBRARY
MEETING ROOM / CARNEGIE COMMUNITY ROOM
BISBEE CONFERENCE ROOM
FEE STRUCTURE**

CLASS 1

- A. Local community service organizations (Library card required).
B. Local tax-supported government agencies (Includes schools).

| | Meeting Room/CCR | Conference Room |
|--------------------|------------------|-----------------|
| Base rate* (2 hrs) | No fee | No fee |
| Addl hrly rate | 10.00 | 10.00 |

After hrs. rate - \$25 per hr. or portion of hr.

CLASS 2

Non-profit organizations with state or national affiliation.

| | Meeting Room/CCR | Conference Room |
|----------------------|------------------|-----------------|
| Base rate * (2 hrs.) | 35.00 | Unavailable |
| Addl hrly rate | 10.00 | |

After hrs. rate - \$25 per hr. or portion of hr.

CLASS 3

Commercial.

| | Meeting Room/CCR | Conference Room |
|----------------------|------------------|-----------------|
| Base rate * (2 hrs.) | 125.00 | Unavailable |
| Addl hrly rte | 50.00 | |

After hrs. rate - \$50 per hr. or portion of hr.

If Library staff assistance is required prior to, during, or after program, there is a charge of \$12 per hour or portion of an hour. (This excludes normal set-up and removal which is specified on application form when contract is made.)

Huntley Meeting Room = 1,273 sq. ft., Max. 90 people (theatre style)

~ 79 people (tables & chairs)

~ 30 people (tables & chairs) half the room

Bisbee Conference Room = 356 sq. ft., Max. 12 people around table; 23 people total

Carnegie Community Room = 1,420 sq. ft., Max. 90 people

Adopted: 6/9/93

Revised: 6/10/98; 4/16/02; 5/10/06;

3/20/09; 4/9/09; 12/14/11;

2/8/12; 10/12/16; 3/7/17;

5/10/17

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 students and tutors of our Literacy Volunteers program. There is a fee for non-St. Charles Public Library cardholders. Please contact the main circulation desk (584-0076 ext. 210) to inquire about the availability.

Study Rooms may be used in one (1) hour intervals with a two-hour maximum.

Accommodations and availability are as follows:

Study Room 1

- Accommodates one (1) to seven (7) people. Available on walk-in basis, or for LV Tutors only making a reservation no more than one week in advance.

Study Room 2

- Accommodates one (1) to eleven (11) people. Available on walk-in basis, or by making a reservation no more than one week in advance.

Study Room 3

- Accommodates one (1) to twelve (12) people. Available on walk-in basis, or by making a reservation no more than one week in advance.

Patrons may extend time for 1 hour increments if no one is waiting, all day, every day. They must check back on the hour or room can be given away.

Equipment

A computer with a large-screen monitor is available in Study Rooms 2 and 3.

Non-Resident Fees:

Study Rooms 1, 2 and 3

- \$5.00 per hour or portion of an hour with a two-hour maximum.

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