



Meeting Room Policy

The St. Charles Public Library (the Library) allows use of its meeting rooms as a limited public forum. Use must be consistent with the Library's mission, for example, use for educational, cultural, intellectual or civic purposes/programs. The Library will not discriminate in making its premises available for use. 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.

Guidelines

- Priority is given to Library meetings or programs. Library use may preempt any scheduled uses.
- Generally, meeting rooms are available on a first-come, first-served basis. Reservations may be made up to (90) days in advance.
- 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.
- Generally, no more than one meeting per month may be scheduled by an organization.
- 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.
- All meetings must end 15 minutes prior to closing time.
- 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 materials to meeting or study rooms. The Library will not accept deliveries for groups or individuals.
- Private functions/individual uses/personal uses are not allowed for the meeting rooms.
- Use of the rooms shall not disturb Library functions or disrupt or interfere with Library staff or patrons (see Patron Conduct Policy).
- 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 meeting room 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, inside

the room, 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.
- Candles and other fires/open flames are prohibited.
- 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 and study 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.

Room Rental Fees

- Local government agencies and in-district non-profit groups may rent the room once per month for up to three hours per day for free. Additional time is paid at a rate of \$20 per hour in increments of no less than 30 minutes.
- In-district for profit groups may rent the room once per month for up to three hours per day for \$150. Additional time is paid at a rate of \$25 per hour in increments of no less than 30 minutes. 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.
- Non-Resident Community Service and Non-Profit Groups may rent the room once per month for a maximum of three hours per day for a fee of \$50.
- Music Recitals may be held in the room once per month for up to three hours per day for a fee of \$50. Additional time is paid at a rate of \$25 per hour in increments of no less than 30 minutes.
- Fees will be returned if the meeting room application is denied.
- There is a \$100 penalty for meetings which extend beyond the Library's closing time.
- Additional charges may be assessed for room damages beyond ordinary wear and tear.
- Set-up time and takedown time are built into the room rental time slot and fee.

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 by calling the Library's main line, 630-584-0076 or looking on the Library's website, www.scpld.org.

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.

Room Capacity

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.

Equipment

The Library's IT staff are available, with advanced notice, to assist in setting up technology equipment. 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.

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.

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.

Appeal and Review

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

Created: 1/10/90

Board last Update: 10/13/2021; 11/13/2024