
SUBJECT: PUBLIC USE OF MEETING ROOMS

Page 1

I. PURPOSE

Naperville Public Library has meeting rooms available for public use. The rooms available for public booking are: the Community Room at Nichols, the Program Room at Naper Blvd., the small Conference Room at Naper Blvd., and Meeting Rooms A, B, and the Nomura Room at 95th Street. The 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.

II. PRIORITIES

- A. Educational, informational, cultural, and civic programs sponsored or co-sponsored by the Library and relating to its collections and services, such as lectures, exhibits, panel discussions, art and music programs, informal seminars, film presentations, etc.
- B. Meetings sponsored by the Library.
- C. Meetings of the City of Naperville and other agencies of local government.
- D. Meetings of not-for-profit community groups and organizations whose aims are for educational, cultural, or civic purposes.
- E. Staff meetings and workshops for commercial for-profit organizations.
- F. Other meetings which are appropriate to the mission of the Library.

III. ENDORSEMENT

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.

IV. 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.

V. RESERVATIONS AND SCHEDULING

- A. Reservations may be made by a Naperville resident (18 years or older) who has a current Naperville Public Library card with less than \$10 in accumulated fines or fees.
- B. Reciprocal borrowers (non-residents who have their home library cards registered with Naperville Public Library) may reserve meeting rooms if their library account has less than \$10 in accumulated fines or fees.
- C. A current library card will not be required for persons making reservations on behalf of organizations eligible to use the meeting room without payment of fees, as specified in Section VIII of this policy.
- D. Requests for the use of meeting rooms must be made on the appropriate Library form. The signed form with the associated fees must be submitted to the Finance Department at the Naper Blvd. Library, 2035 South Naper Blvd. Reservations are considered tentative until the application and payment are received, and the reservation is confirmed.
- E. The applicant shall be the contact person, unless specified otherwise, and shall be the only person authorized to make changes in room arrangements.

SUBJECT: PUBLIC USE OF MEETING ROOMS

Page 2

- F. The applicant must be present at the event.
 - 1. The applicant will be held responsible for the actions of the participants and for the group's adherence to all guidelines set forth in this policy and all applicable Library policies.
 - 2. The applicant and/or organization will be jointly 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.
- G. Reservations will be taken no more than four (4) months in advance of an event. The Library will begin taking reservations on the first day of each month for the current month and the following three (3) months.
- H. Reservations should be requested as far in advance as possible and completed a minimum of ten days prior to an event. Requests will be honored on a first-come, first-served basis; however, the Library may preempt any meeting when warranted.
- I. Permission to use the meeting rooms may be withheld from persons or groups that have damaged the room(s), carpet, equipment, furniture, facilities or ground(s) or that have caused a disturbance, or have failed to comply with the Library's rules and regulations.
- J. Meetings sponsored by the public must be scheduled during the hours that the Library is open for public service. Meeting sponsors and attendees will not be admitted to the facility before it is open to the public nor be allowed to remain in the facility after it is closed to public service. Meetings sponsored by the Library (such as Library Board meetings) are exempt, given the presence of an authorized staff member.
- K. No person or group may assign its reservation to another person or group.
- L. The Library reserves the right to revoke permission for use of the meeting rooms.

VI. CANCELLATIONS

- 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.

VII. RESTRICTIONS

- A. The Library reserves the right to stop meetings that are disruptive to normal Library operations or other programming events.
- B. The meeting rooms may not be reserved for:
 - 1. Social gatherings such as receptions, showers, birthday parties, dances, mixers.
 - 2. Fundraising.
 - 3. Meetings organized by a political candidate or by an organization formed specifically for a candidate or an issue. Political meetings with a less specific focus are permitted. Meeting agendas may be requested prior to booking confirmation.
- C. Organizations may not use the Library for ongoing operational activities and may not use the name, address or telephone number of the Library except for notifying attendees of the location of the meeting.
- D. All groups of persons under 18 years of age must be supervised by an adult chaperone

SUBJECT: PUBLIC USE OF MEETING ROOMS

Page 3

- who will assume responsibility for the group's activities.
- E. Extended, or non-permit, parking is provided in the City's parking garages. The Library makes no special allowances for parking beyond the posted limits set by the City of Naperville.
 - F. Tables and chairs may not block room access or emergency exits.
 - G. No patron-supplied tables or chairs are allowed.
 - H. Use of any flames is prohibited, including matches, candles, incense, sterno, etc.
 - I. Smoking is not permitted anywhere in the building or within 30 feet of the entrances or air intakes.
 - J. Alcoholic beverages are not permitted anywhere in the facilities or on Library property.
 - K. Use of hazardous materials and/or weapons is not permitted.

VIII. SCHEDULE OF FEES

- A. Timeslots available: Morning 9-12:30; Afternoon 1-4:30; Evening 5-8:30.
Consecutive timeslots carry a fee equal to 50% of the initial timeslot. The full fee applies to all or any part of a time-slot.
- B. Nichols Library Community Room (Not available on Sundays)
 - 1. For Profit Organization \$140.00
Registered Reciprocal Borrower \$150.00
 - 2. Nonprofit Organization \$70.00
Registered Reciprocal Borrower \$80.00
 - 3. Kitchen Access and/or Food/Beverage Service \$30.00
- C. Naper Boulevard Library Program Room
 - 1. For Profit Organization \$80.00
Registered Reciprocal Borrower \$90.00
 - 2. Nonprofit Organization \$40.00
Registered Reciprocal Borrower \$50.00
 - 3. Coffee Pot (water only) No Kitchen \$20.00
- D. Naper Boulevard Library Conference Room
 - 1. For Profit Organization \$50.00
Registered Reciprocal Borrower \$60.00
 - 2. Nonprofit Organization \$25.00
Registered Reciprocal Borrower \$35.00
- E. 95th Street Library Meeting Room A-B (Large Room Undivided)
 - 1. For Profit Organization \$150.00
Registered Reciprocal Borrower \$160.00
 - 2. Nonprofit Organization \$75.00
Registered Reciprocal Borrower \$85.00
 - 3. Kitchen Access (for each kitchen) and/or Food/Beverage Service \$30.00
- F. 95th Street Library Meeting Room A or B (Large Room Divided) or Nomura Room
 - 1. For Profit Organization \$80.00
Registered Reciprocal Borrower \$90.00

SUBJECT: PUBLIC USE OF MEETING ROOMS

Page 4

2.	Nonprofit Organization	\$40.00
	Registered Reciprocal Borrower	\$50.00
3.	Kitchen Access (if available) and/or Food/Beverage Service	\$30.00
G. Miscellaneous Equipment		
1.	Piano (95 th Street, Meeting Room B)	\$30.00
2.	Portable Overhead Projector for transparencies (Nichols, Naper Blvd., 95 th St.)	\$25.00
3.	Portable LCD Projector with Renter's PC (Nichols, Naper Blvd., 95 th St.)	\$25.00
4.	Portable Video or DVD Player for TV or Screen (Nichols, Naper Blvd., 95 th St.)	\$25.00
5.	Slide Projector (Nichols)	\$25.00
6.	Speaker System-Corded or Wireless Microphone (Nichols & 95 th St.)	\$25.00
7.	Built-In Overhead LCD Projector for Use with DVD Player, Video Player or the Renter's PC (95 th Street)	\$25.00
H. Note 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.	Fees will not apply to Library-sponsored or related meetings/programs or to organizations whose sole purpose is to support the Library.	
3.	Fees will not apply to, and some restrictions may be waived for official meetings of the staff or governing bodies of the City of Naperville, except in circumstances requiring special provisions.	
4.	Fees will not apply to and some restrictions may be waived for organizations of which the Library carries an institutional membership, such as DuPage Library System, LACONI, DNA (Downtown Naperville Alliance), or the Naperville Area Chamber of Commerce. Fees will not apply to staff or representatives of governmental bodies from which the Library receives direct or indirect support. This would include town meetings of elected representatives of local, state, or national government.	
5.	The basic meeting room fee includes the setup and dismantling of chairs and tables (subject to availability), speaker's podium excluding microphone, and dry erase board. The fee is uniform regardless of the setup. Only Library-provided tables and chairs may be used.	
6.	Requests for equipment must be made at the time of application.	
a.	Requests for equipment on the day of the event may incur a fee in addition to the rental fee.	
b.	Requests for minor changes to the setup or special needs desired on the day of the event should be directed to the Person-in-Charge (PIC).	
c.	With prior arrangements and appropriate booking (see Schedule of Fees) Information Technology staff will assist with initial equipment connections.	

SUBJECT: PUBLIC USE OF MEETING ROOMS

Page 5

The Library's staff will not be present to operate equipment for meetings and programs.

7. Practice sessions for the piano or any of the listed equipment, including instructions, will require separate booking and the corresponding fee(s)
8. Groups using amplified music at the 95th Street Library must reserve and pay for both segments of Room A/B.
9. Any costs for special cleanup or equipment repairs incurred by the Library as a result of outside use may be charged to the applicant.

IX. USE/CARE OF FACILITIES AND EQUIPMENT

- A. The meeting rooms are to be left as they were found. No additional furniture or equipment other than that already available in the room (chairs, tables, podium, dry erase board) will be provided, except as provided on the Schedule of Fees.
- B. Room capacities vary according to the set-ups. The Library will limit the capacity of each room based on current code requirements for each set-up style for tables and chairs and other activities known at the time the room is booked.
- C. Tables, chairs and other equipment are subject to availability.
- D. Seating or tables outside the meeting rooms requires prior approval.
- E. Signage other than the Library's marquee listing requires prior approval.
- F. Equipment, supplies, or personal effects cannot be stored or left in the Library's facilities before or after use.
- G. The Library does not provide any special accommodations or amenities to groups using meeting rooms such as parking, providing carts or service to carry supplies or equipment, making coffee, providing office supplies or photocopies.
- H. All groups must provide their own support for preparation and reasonable clean-up.
- I. Alcoholic beverages are not permitted anywhere in the facilities or on Library property. Smoking is not permitted anywhere in the building or within 30 feet of the public entrances.
- J. Children under the age of eight (8), per Unattended Children Policy No. 311, are not to be left unattended during meetings.
- K. COMMUNITY ROOM ONLY (Nichols Library): Spotlights are set appropriately for the room. No custom arrangements will be made on spotlights.
- L. Time limits must be adhered to. Remaining in meeting rooms beyond the reserved time may result in denial of future reservations.

M. REFRESHMENTS

1. Serving food or beverages of any kind requires payment of a kitchen fee where applicable. No food is allowed in the Naper Blvd. Conference Room.
2. Simple refreshments may be served (coffee, doughnuts, cookies, etc.). Simple box lunches or cold catered or prepared food will be allowed, but not meals of a more elaborate nature.
3. Cooking is not allowed. Neither is food requiring heating or warming with sterno.
4. Food may not be taken out of the meeting rooms. Beverages must be covered if

SUBJECT: PUBLIC USE OF MEETING ROOMS

Page 6

they are to be carried outside the meeting rooms. The direct maintenance expense for the removal of carpet stains caused by food and drinks will be charged back to the user.

5. With a paid kitchen fee the Library will provide a coffeemaker and water. The renting group must furnish and prepare its own coffee. Consumable supplies (cups, napkins, plates, flatware, serving utensils, etc) are not provided by the Library.