

## Meeting and Study Room Use Policy

### Introduction

The meeting rooms of Messenger Public Library (MPL) are available to support the library's mission to inform, connect, and enrich the community of North Aurora. Rooms are used to support Library functions, meetings, and programs. Activities sponsored or co-sponsored by the Library or a Library-related organization have priority.

When not in use by the Library, rooms are available for use by groups and organizations serving the residents of North Aurora, or of civic value to the community. Policy regulations are applied to promote safe and equitable usage of civic space, administer room usage in an organized fashion manageable to staff resources, and prevent monopolization.

The Library excludes the use of facilities for political rallies, religious services, private social events, or any activities that materially and substantially interfere with the function, purpose, and mission of the library. As a limited public forum, the Library will not discriminate in making its premises available.

#### A. Regulations for Room Utilization

When not in use by the Library, meeting rooms may be reserved by other organizations and groups, provided that:

1. All outside groups and attendees must adhere to the patron behavior policies, all local, state, and federal laws. Excluded prohibited activities may include, but are not limited to, ones that are obscene, defamatory, invade an individual's privacy, directly incite violence, or encourage harm.
2. Groups and organizations may not use the name, address, or telephone number of the Library, except for notifying members and attendees of the location for a meeting; the use of a room may not imply endorsement or sponsorship.
3. Due to limited custodial staffing, groups are responsible for room set-up, clean-up, and all equipment. Staff will assist with reasonable meeting room needs but are not available to provide ongoing assistance for the duration of any meetings. Staff cannot assist with transporting materials into or out of the meeting rooms.
4. Patrons must be conversant with their own equipment and technology.
5. Reservations should be made through the online reservation software.
6. Any member of the public who wishes to attend a scheduled meeting or event in any room must be allowed to do so except for *Closed Sessions* convened by governmental bodies in compliance with the Illinois Open Meetings Act.
7. Usage is limited to the operational hours of the Library.
8. Groups using the meeting room may not charge for admittance, participation, nor request donations for attendance.
9. Any use of the room with minor children shall require adequate supervision and adult moderation of the activities. A minimum of 1 adult for every 8 children is requested, adults will be responsible for clean, safe, and respectful usage of the space.
10. Groups must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their attendees.

11. Library staff must always have access to meeting rooms. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance policy.
12. Hazardous materials that may damage rooms may not be used including, but not limited to, candles, glitter, paints, solvents, tape on walls, explosives, etc.
13. Groups or organizations failing to comply with any part of this policy or the established procedures, or who provide false information on the application form, by phone, or by online reservations, will be denied use of the meeting rooms.
14. Any individual, group, or organization using a room is responsible for damage to the building, grounds, collections, or equipment caused during their use of the space. The Library reserves the right to bill users accordingly for all repairs, maintenance, or cleaning.
15. Users agree to indemnify and hold harmless the Library and its Board of Trustees, the Village of North Aurora, and its officials for all liability arising from use of space.

## **B. Meeting Rooms for Group Usage**

The spaces available to reserve are defined as the Main Meeting Room, the Conference Room, the Barbara Messenger Tinker Youth Program Room, and Meeting Rooms 1 and 6. The Tinker Youth Program Room is available exclusively for Library programs, or meetings serving youth and teen groups.

1. There is no charge for room reservations made by a non-profit, community or civic service groups serving North Aurora.
2. To prevent monopolization, reservations for the Main Meeting Room, the Conference Room, Tinker Youth Program Room, and Rooms 1 and 6 may be made no more than 90 days (about 3 months) in advance and should be made through the software for room administration.
3. Reservation requests are limited to:
  - One time per calendar month, per group for the Main Meeting Room.
  - One time per week, (defined as Monday-Sunday) per group for the Conference, Tinker, or Meeting Rooms 1 or 6.
4. Reservations must be made at least 24 hours in advance. Requests to use room space without a room reservation are subject to first come, first serve use with no guarantee of space availability. Walk-in requests should not circumvent applicable limitations of usage as to allow all patrons access.
5. Reservations must be made by a qualified individual over the age of 18, the contact responsible must remain on-site for the duration of the event.
6. Room reservation requests by for-profit businesses or groups not defined as a 501(c)3 or civic groups must contact the Adult Services Department. For-profit groups will be charged \$25 per hour for room use. Fees must be paid prior to use by cash or check or the reservation will be canceled.
7. Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by Messenger Public Library of the activities that take place in the meeting rooms or of the beliefs of the group using the meeting rooms. Groups, individuals, or members of groups using the meeting rooms may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.
8. A small kitchen is available in the Main Meeting Room. The Library does not provide consumables for patron use, and patrons are responsible for cleaning and disposal of any trash or food-related items. Light refreshments may be served in rooms, provided the room is cleaned and trash properly disposed of.

9. Rooms should be vacated, and a staff member notified for verification at least 15 minutes before Library closes.

### C. Study Room Regulations

MPL offers four study rooms for the use of walk-in visitors.

1. Visitors must sign in for a study room at the User Services Desk.
2. Sessions are for two hours. If no one is waiting, visitors may request a time extension. When someone is waiting, visitors who have been in a room for two hours will be asked to leave the room promptly.
3. To support fair use, sessions may not be “stacked” by study groups.
4. Visitors must leave either an MPL card or photo ID at the User Services Desk when they sign in. Credit and debit cards are not accepted.
5. Study rooms 2-5 are available on a first-come, first-served basis.
6. Study rooms close 15 minutes before the Library closes.
7. Visitors may not sign in for a study room, and then leave the library. Unoccupied rooms will be locked, and unattended belongings left in the room will be removed. The room will be available for other users.
8. Study rooms may be available for personal and group usage; the library does not validate or deny use of space provided the regulations in section B are met accordingly.

### D. Policy Implementation and Revisions

This policy is not all-inclusive. Approval of individual meeting situations not described here will be determined by Library Administration, who is authorized to establish reasonable regulations governing the use of meeting rooms. The Library Director has discretion if a decision must be made concerning room use and is authorized to cancel or modify a reservation.

Appeals concerning a decision of use may be made by writing to the Library Director, and a response will be provided in writing. Further appeals beyond the Library Director should be made to the Board of Trustees, and a decision will be made in writing.

Approved by BOT 11/22