I. PURPOSE

Naperville Public Library has meeting rooms available for public use. 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

A. 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.

B. All advertisements and postings must include the disclaimer, “This event is not endorsed by or affiliated with the Naperville Public Library.”

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. LIABILITY

A. All organizations or groups shall indemnify, defend and hold harmless the Naperville Public Library and the City of Naperville, its officers, agents and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the renter which results in personal injuries or property damage arising from the renter’s use of the Library meeting room.

B. The applicant and/or organization will be jointly and separately 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.

C. The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant’s use of meeting room.

VI. RESERVATIONS, SCHEDULING, AND RESPONSIBILITIES

A. Reservations may be made by a Naperville resident (18 years or older) who has a current Naperville Public Library card free of 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 is free of 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 IX of this policy.

D. Requests for the use of meeting rooms must be made on the Application for Use of Library Meeting Room form, which is available on the Library website, http://www.naperville-lib.org. 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.

F. The applicant must be present at the event.

G. The applicant agrees to abide by this policy. The applicant will be held responsible for the actions of the participants and their adherence to all guidelines set forth in this policy and all Library policies.

H. All groups of persons under 18 years of age must be under direct and constant supervision by adults.

I. 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. Reservations should be completed as far in advance as possible.

J. All fees must be received at least ten days prior to the date of the meeting or the reservations. Requests will be honored on a first-come, first-served basis; however, the Library may preempt any meeting when warranted.

K. Permission to use the meeting rooms may be withheld from persons or groups that have damaged library property, caused a disturbance, or failed to comply with the Library’s rules and regulations.

L. Meetings sponsored by the public will 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.
SUBJECT: PUBLIC USE OF MEETING ROOMS

M. No person or group may assign its reservation to another person or group.
N. The Library reserves the right to revoke permission for use of the meeting rooms.

VII. CANCELLATIONS AND REFUNDS

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.
C. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances, such as a building or weather-related emergency.
D. The Library reserves the right to stop meetings that are disruptive to normal Library operations or other programming events. No refunds will be issued.

VIII. RESTRICTIONS

A. The meeting rooms may not be reserved for:
   1. Social gatherings such as receptions, showers, birthday parties, dances, or 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.
   4. Programs or gatherings which present a clear and present danger to the welfare of the participants, Library staff, patrons, or the community.
   5. Programs which would disturb Library patrons, impede Library staff, endanger the Library building or interfere with the functions of the Library.
B. Organizations may not use the Library for ongoing operational activities. No more than two events per week may be scheduled.
C. Organizations may not use the name, address, or telephone number of the Library, except for notifying attendees of the location of the meeting.
D. The Naperville Public Library logo may not be used on any advertisement or posting.
E. No signs or posters pertaining to non-Library sponsored meetings may be posted on Library property.
F. 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.
G. Tables and chairs may not block room access or emergency exits.
H. No patron-supplied tables or chairs are allowed.
I. Nothing may be attached to the walls, ceiling, equipment, or doors of the meeting rooms.

J. Use of any flames is prohibited, including matches, candles, incense, sterno, etc.

K. Smoking is not permitted anywhere in the building or within 30 feet of the entrances or air intakes.

L. Alcoholic beverages are not permitted anywhere in the facilities or on Library property.

M. Use of hazardous materials and/or weapons is not permitted.

N. Approval of events not included here will be determined by the Library’s Executive Director, or designee, who is authorized to establish reasonable regulations governing use of the meetings rooms and related fees.

IX. SCHEDULE OF FEES

A. Time-slots 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. Rental Fees

<table>
<thead>
<tr>
<th>Room</th>
<th>For Profit</th>
<th>Non-Profit</th>
<th>Kitchen/Food Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nichols Community Room*</td>
<td>$140</td>
<td>$70</td>
<td>$30</td>
</tr>
<tr>
<td>Naper Blvd. Program Room</td>
<td>$80</td>
<td>$40</td>
<td>Coffee pot only $20</td>
</tr>
<tr>
<td>Naper Blvd. Conference Room</td>
<td>$50</td>
<td>$25</td>
<td>Food not allowed</td>
</tr>
<tr>
<td>95th Street, Room A/B</td>
<td>$150</td>
<td>$75</td>
<td>$30</td>
</tr>
<tr>
<td>95th Street, Room A</td>
<td>$80</td>
<td>$40</td>
<td>$30</td>
</tr>
<tr>
<td>95th Street, Room B</td>
<td>$80</td>
<td>$40</td>
<td>$30</td>
</tr>
<tr>
<td>95th Street, Room C</td>
<td>$80</td>
<td>$40</td>
<td>$30</td>
</tr>
<tr>
<td>Non-Resident Registered Reciprocal Borrowers</td>
<td>Add $10</td>
<td>Add $10</td>
<td></td>
</tr>
</tbody>
</table>

* Nichols Library Community Room is not available on Sundays.

C. Miscellaneous Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piano (95th Street, Meeting Room B)</td>
<td>$30</td>
</tr>
<tr>
<td>Portable Overhead Projector for transparencies</td>
<td>$25</td>
</tr>
<tr>
<td>Portable LCD Projector with Renter’s PC</td>
<td>$25</td>
</tr>
<tr>
<td>Portable Video or DVD Player for TV or Screen</td>
<td>$25</td>
</tr>
<tr>
<td>Slide Projector (Nichols)</td>
<td>$25</td>
</tr>
<tr>
<td>Speaker System-Corded or Wireless Microphone (Nichols, 95th St.)</td>
<td>$25</td>
</tr>
<tr>
<td>Built-In Overhead LCD Projector for Use with DVD Player, Video Player or the Renter’s PC (Nichols, 95th Street)</td>
<td>$25</td>
</tr>
</tbody>
</table>

Approved: 11/21/89; Approved: 11/3/93; Approved: 1/3/96; Approved: 9/18/96; Approved: 2/5/03; Approved: 8/6/03; Approved: 10/1/03; Approved: 7/20/05; Approved: 9/19/07, Effective: 10/1/07; Approved: 10/15/2008, Effective: 11/1/08; Approved: 10/20/10, Effective: 11/1/10; Approved: 11/14/12
D. Notes 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 RAILS (Reaching Across Illinois Library System), LACONI (Library Administrators Conference of Northern Illinois), 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, speaker’s podium excluding microphone, and dry erase board.
   6. Requests for equipment should 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 Information Technology staff will assist with initial equipment connections. The Library’s staff will not be present to operate equipment for meetings and programs.
   7. Practice sessions for the piano or any equipment, including instruction, will require separate room 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. Sound must be kept at a reasonable level.
   9. Any costs for special cleanup, damage, or equipment repairs incurred by the Library as a result of renter’s use may be charged to the applicant.

X. 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 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. Tables, chairs and other equipment are subject to availability.
   C. Chairs or tables outside the meeting rooms require prior approval.
   D. Signage other than the Library’s marquee listing is not permitted.
E. Equipment, supplies, or personal effects cannot be stored in the Library’s facilities before or after use.

F. 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.

G. All groups must provide their own support for preparation and reasonable cleanup.

H. Children under the age of eight (8) must not be left unattended during meetings, per Unattended Children Policy No. 311.

I. COMMUNITY ROOM ONLY (Nichols Library): Spotlights are set appropriately for the room. No custom arrangements will be made on spotlights.

J. Time limits must be adhered to. Meeting preparations and take down must be made within the 3 ½ hour time slot. Remaining in meeting rooms beyond the reserved time may result in denial of future reservations and additional charges.

XI. REFRESHMENTS

A. Serving food or beverages of any kind, including packaged snacks, requires payment of the kitchen fee.

B. 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.

C. Library staff will not sign for, accept, or acknowledge any deliveries of food or materials arranged by groups holding meetings.

D. Cooking is not allowed. Heating or warming food with sterno is not allowed.

E. Food may not be taken out of the meeting rooms. Beverages must be covered if 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.

F. Food is not allowed in the Naper Blvd. Conference Room.

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