

BATAVIA PUBLIC LIBRARY DISTRICT

MEETING ROOM POLICY

Reviewed and approved 11/21/00

Revised and ratified 2/19/2002

The Batavia Public Library District uses its meeting rooms to support library functions, meetings and programs. For the purposes of this policy the space available as meeting rooms for public use shall be defined as the large Meeting Room and the Elizabeth Hall Conference Room. When not in use by the Library, the meeting rooms are available for use by groups and organizations serving the residents of the Batavia Public Library District, Kane and DuPage Counties, Illinois.

Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by the Batavia Public Library District 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.

EXCLUSIONS

1. Private social functions(e.g., wedding receptions, showers, birthday parties, etc.)
2. Programs which are not suitable for the Library's physical facilities.
3. Religious services or proselytizing functions (e.g., meetings directed solely to the members of a specific religion or congregation, or with the underlying purpose of converting attendees to a specific religion, etc.)
4. Fundraising events other than those of the Friends of the Batavia Library.
5. Partisan political meetings or functions.
6. Programs and gatherings that present a clear and present danger to the welfare of participants, attendees, library staff and patrons.
7. Meetings, programs or functions that materially and substantially interfere with the function, purpose and mission of the Library.

REGULATIONS

1. No alcoholic beverages are allowed on library premises.
2. No smoking is permitted in the Library building.
3. Groups or organizations may not use a meeting room more than one (1) time a month. Limited series of weekly or daily meetings may be scheduled at the discretion of the Library Director.
4. Minors must be under supervision of adults. There must be one (1) adult (21 years old or older) for every ten (10) minors.
5. 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.
6. Decorations must be limited to those items that can stand on a floor or table. Nothing may be attached to walls or ceiling of the meeting room or the Lobby without advance permission of the Library Director.

7. The Library does not provide storage or assistance in carrying materials and supplies to the meeting rooms.
8. A Library staff member may be present at any time during the meeting or function.

MAXIMUM ROOM CAPACITY

Large meeting room	200 (theater seating)
½ large meeting room	60
Conference room	30

RESERVATIONS

1. A completed, signed application form and \$25 deposit must be filed with the Library Business Office before the reservation will be confirmed. Reservations must be made a minimum of 24 hours in advance.
2. Priority is given to Library and Library related meetings and functions. Reservations for other uses will be accepted and made in the order in which they are received, subject to the exclusions stated above.
3. The Business Office must be notified immediately when a confirmed meeting or function is cancelled. Cancellations made with less than a 24 hour notice will result in forfeiture of the deposit.
4. The Library reserves the right to revoke permission for use of the meeting rooms upon reasonable notice of the reasons for revocation.
5. Groups or organizations failing to comply with any part of this policy or the established procedures of the Library, or who provide false information on the application form, will be denied further use of the meeting rooms.

EQUIPMENT

Meeting Room set-up requirements shall be indicated at the time of application, or not less than 48 hours prior to use. Set-up will be performed by the library staff.

The Library will, upon request, provide any of the following equipment at no fee:

tables (maximum 12)	lectern
stacking chairs	public address system
projection screen	piano

Other equipment is available for a fee of \$5.00

Dry erase board and markers	television monitor and VCR player
overhead projector	

The Library will not provide consumable supplies (e.g., pens, pencils, paper, etc.)

FEES

1. A refundable deposit of \$25 must be provided at the time of application by any group reserving space. Damages in excess of \$25 and/or clean-up to restore room to previous condition will be billed to the organization.
2. Fees for the meeting rooms will be waived for not for profit organizations.

3. Commercial and for-profit groups will be charged \$25 for use of the meeting room, or \$20 for use of the conference room or ½ of the meeting room. Reservation shall not be made for less than one (1) hour.
4. Meetings must conclude by the time the Library closes for the day. In the event a meeting extends beyond regular library hours, library staff time will be assessed to the group or organization, including not for profit groups, at the rate of \$50 per hour, with a minimum charge of one (1) hour. In no event should an organization meet beyond the regular operating hours of the Library without prior consent of the Library Director.

REVIEW OF POLICY

The Batavia Library Board 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.

APPEAL

A group or individual denied permission to use the meeting room may file an appeal 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 appeal to the Library Board of Trustees at least five days prior to the next regular Board Meeting. The Trustees will review the appeal and notify the organization or individual of its decision in writing. The decision of the Library Board of Trustees is final.