

Meeting Room Use Policy

Adopted December 1, 2010

[Meeting Room Application
Responsibility Statement form](#)

The Carol Stream Public Library (Library) is aware of the need for meeting space for local groups. Making available such accommodations to the public is a service the Library provides under conditions set by the Board of Library Trustees (Board).

Space, staffing limitations, and the conduct of Library business necessarily require regulatory measures which affect the use of the meeting rooms. These measures may be modified for official Library functions when deemed appropriate. The Board and Library Director (Director) reserve the right to deny permission to use the meeting rooms.

General Guidelines:

The meeting rooms are designed primarily to meet the operational needs of the Library in accomplishing its service goals. More specifically, they are intended for the following purposes in order of priority:

Programs sponsored or co-sponsored by the Library and relating to its collections and services.

Library-related meetings, including the Friends of the Library.

Meetings of the Village of Carol Stream and other agencies of local government.

Meetings of Carol Stream not-for-profit community groups and organizations whose aims are for educational, cultural, or for civic purposes.

Carol Stream businesses and professional groups.

Other meetings which in the opinion of the Director are appropriate to the mission and facilities of the Library.

The meeting rooms are available on a first-come, first-serve basis. However, Library functions and programs have first priority, and Library needs may preempt any other scheduled event.

Use of the meeting rooms by outside groups does not constitute Library endorsement of viewpoints or beliefs expressed by those groups and/or their members. No advertisement or announcement implying such endorsement will be permitted.

All uses of the meeting rooms must be open to all citizens, regardless of age, sex, race, religion, national origin, or disability. All groups must comply with requirements of the Americans with Disabilities Act (ADA) and be responsible for providing qualified interpreters or having auxiliary aids available upon request.

The Library reserves the right to refuse any group either because of the nature of its activities or because of previous disregard for the policy regulations. Permission to use the meeting rooms will be withheld from groups damaging the rooms, carpet, equipment, or furniture, or causing a disturbance, or any other failure to comply with the rules and regulations.

Facilities and Equipment Available:

Discovery Room: Capacity of 30 persons

Horizon Room: Capacity of 45 persons

Combined Rooms (Discovery and Horizon): Capacity of 80 persons

Projection Equipment and Screen

VCR, DVD player and Television

Chalkboards (Mounted and Portable)

Public Address System

80 Stackable Chairs

10 Folding Tables (24" x 72")

Piano (Baldwin Upright Grand)

Coffee Pot (30-cup) (Groups must provide their own coffee and cups.)

Availability of the above furnishings and equipment is dependent upon the needs of the Library.

Hours:

The meeting rooms shall be available during regular Library hours: Monday through Thursday from 9:00 a.m. to 9:00 p.m.; Friday from 9:00 a.m. to 6:00 p.m.; Saturday from 9:00 a.m. to 5:00 p.m.; and, Sunday from 1:00 to 5:00 p.m.

Meetings will not be scheduled before Library hours. Group representatives may be permitted to enter the Library building up to one hour before the Library opens for preparation at a fee of \$15.00 for each half-hour or fraction thereof.

A maximum of one additional hour after the Library closes is available at a charge of \$15.00 for each half-hour or fraction thereof.

Arrangement for extended hours must be indicated on the application and made a minimum of one week in advance of the meeting date. This allows the Library time to schedule additional hours for a Library representative to be in the building.

Fees:

There will be no charge for the use of the meeting rooms except to businesses and professional groups as long as they are left in the condition in which they were found.

Businesses and professional groups will be charged \$25 per hour or fraction thereof, including set-up time. Payment is expected at the time of the reservation.

If in the opinion of the Library Director, clean up of a room requires an extraordinary amount of time and effort, a custodial charge of \$30.00 per hour, or fraction thereof, will be charged to the group using the room. Any damage to furnishings, equipment, or the building will also be charged at replacement or repair cost. These charges will be billed to the individual completing the application on behalf of the organization.

Payment of fees will be the responsibility of the individual making the reservation for the room as well as the membership of the group as a whole.

Set-up:

One of nine standards set-ups must be selected when a reservation is made.

If a set-up is not selected, or if additional changes to the original request are desired, the organization will be responsible for room set-up.

Restrictions:

The meeting rooms may not be reserved for any of the following:

Social gatherings such as wedding receptions, showers, birthday parties, dances, mixers, etc.

Religious services or proselytizing functions, Proselytizing is defined as the attempt to convert someone to another opinion, religious belief, etc. (*Random House Dictionary*)

Meetings organized by a candidate for public office or by an organization formed specifically for a candidate for public office.

No admission charges, collections (except for regular club dues) , sales or any money-raising activities are allowed except those which benefit the Library directly, such as those sponsored by the Library or the Friends of the Carol Stream Public Library.

Organizations that meet in the Library may not use the Library for their mailing address, not even on a temporary basis, nor may they direct calls relating to their meetings to the Library telephone. Incoming telephone calls will not be forwarded by Library Staff to the meeting rooms.

All groups of persons under 15 years of age must be accompanied by an adult chaperone who will assume responsibility for the group's activities. Groups between the ages of 15 and 18 must have an adult chaperone in the Library proper, though not necessarily in the meeting room.

Piano recitals will be allowed in the meeting rooms providing the majority of the piano teacher's pupils live in Carol Stream.

The person completing the room application must have a Carol Stream library card and must assume responsibility, either individually or on behalf of the group, for use of the room and any financial obligations associated with that use.

Reservations and Scheduling:

Application for use of the meeting rooms must be made on the form provided, either online or on hard copy at the Library. The application must be submitted to the Meeting Room Coordinator not less than three days and not more than eight weeks prior to the meeting date.

A hard copy of the Responsibility Statement for Use of the Meeting Room is to be signed by the president, chairperson, or agent of the organization and returned to the Library within one week of the submitted application. Reservations will not be confirmed unless a signed statement is on file. Responsibility Statements will remain on file for one calendar year as long as the authorized agent who signed the original Responsibility statement hasn't changed.

Groups submitting applications should specify which room they are requesting however the Library reserves the right to change the room selection according to the needs of the Library and other meeting room users.

No group may use the meeting rooms more than two days per month with the exception of events approved by the Board. Limited series may be permitted with the approval of the Director.

Cancellation of meetings must be made at least twenty-four (24) hours before the scheduled time by notifying the Meeting Room Coordinator. Two cancellations without notification will result in the loss of Room privileges. The Board reserves the right to cancel any meeting. Prior notice will be given to the scheduled organization as soon as possible before the meeting time.

No group may assign its reservation to another group.

Meeting Room Regulations:

The meeting rooms are to be left in the condition in which they were found. The individual making the reservation, as well as the membership of the group as a whole, will be responsible for any and all damages that may occur as a result of the use of the facilities.

Attendance at meetings must be limited to the stated capacity of the room(s) (Discovery – 30 persons, Horizon – 45 persons, combined rooms – 80 persons)

Organizations using the meeting rooms may not require personal information from program attendees.

Light refreshments, which have already been prepared, may be served. No cooking, reheating or open flames are allowed. Groups must supply their own food products and paper goods. The kitchen may be used for the use of water only. No storage space, including the refrigerator, is available. Each group using the kitchen is responsible for clean up before leaving.

Equipment, supplies, or personal effects cannot be stored or left in the Library before or after use of the meeting rooms.

The Library does not provide special parking facilities for members of groups using the meeting rooms, nor service to carry supplies, make coffee, provide office supplies, or photocopies. All groups must provide their own support for preparation and reasonable clean up.

Decorations must be limited to those items which can stand on a floor or table and which conform to fire regulations. Nothing may be attached to walls or ceilings of the meeting room or the Lobby, without the advance permission of the Library Director.

Alcoholic beverages are not allowed.

Meetings featuring activities that by their nature are disruptive to the Library routine are not permitted.

Use of hazardous or dangerous materials is not permitted.

If a group or organization fails to comply with these rules and regulations, appropriate fees will be assessed according to the "Fees" section of this Policy and future reservations may be denied.

Questions that are not covered in this Policy should be addressed to the Meeting Room Coordinator.

Requests for special consideration of any of the regulations may be made to the Director and the Board.

The Board of Library Trustees of the Village of Carol Stream shall review the Meeting Room Policy and Regulations periodically and reserves the right to amend them at any time.

Adopted by the Board of Library Trustees of the Village of Carol Stream at a regularly scheduled meeting on May 21, 2008.

Revised October 2010