

## DeKalb Public Library Meeting Room Use Policy

### **POLICY STATEMENT:**

The DeKalb Public Library seeks to enrich the lives of DeKalb residents by supporting and encouraging lifelong learning and being a vital center of community life. With collaboration and community development at the forefront of our mission, the Library offers a variety of flexible meeting spaces for public use.

The Library provides meeting spaces for individuals and groups as a public service. The Board of Trustees authorizes the Library Director to establish reasonable procedures governing the use of meeting spaces and their related fees in collaboration with the Board of Trustees. The Library reserves the right to decline requests that do not align with this policy. Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by the DeKalb Public Library of the group's policies, beliefs, or activities.

*- Approved by the Board of Trustees, 11/11/2015*

*- Amended by the Board of Trustees, 06/14/2017*

*- Amended by the Board of Trustees, 10/17/2017*

## DeKalb Public Library Meeting Room Use Procedures

### **PROCEDURES AND REGULATIONS:**

- Meetings may not disturb the normal operations of the Library or create an unsafe environment.
- Meetings or events of a primarily commercial or religious nature are not permitted.
- The Library supports our creative community and permits the sale of books and other artistic works at meetings and events.
- The sale, advertising, solicitation, or promotions of other products or services are not permitted.
- Fundraising or donation solicitations are not permitted.
- Entry and participation fees are not permitted.
- Meeting spaces may be reserved by any Library cardholder 18 years of age or older. Non-residents may pay a one-time fee of \$25 to reserve a meeting space, or purchase an annual meeting room use card for \$100.
- The Library reserves the right to cancel any meeting space reservation for any reason, and at any time.
- Rooms must be reserved at least 24 hours and no more than 4 months before the intended time of use. Reservations can be completed via online reservation or by calling (815) 756-9568 ext. 1701. After-hours events may be scheduled up to 12 months in advance. Please call for more information about scheduling an after-hours event.
- Application for the use of the Library facilities does not guarantee approval. Applications will be approved on a first-come, first-served basis. Confirmation or denial of applications for reservations will be made in writing.
- Cancellations must be in writing, and the Library should be notified as soon as possible. If cancellation is received more than 48 hours before the time of the room reservation the Library will provide a full refund of any fees. Cancellations less than 48 hours prior to the time of the room reservation will not receive a refund of any fees. Groups or individuals cancelling a reservation with no fee are asked to do so as soon as possible and at least 48 hours in advance so others may use the room. Frequent cancellations may result in the suspension of meeting room privileges.
- Room reservations cannot be transferred. Doing so may result in the suspension of meeting room privileges.
- Any individual or group that reserves a meeting space assumes full legal and financial responsibility for all related event activities in the Library.

- Meeting space users will be held responsible for any damage to the Library's building, grounds, or equipment due to negligence or misconduct.
- The name, address, or telephone number of the DeKalb Public Library may not be used as the address or headquarters for any group or individual using the library for meeting purposes.
- The Library is not responsible for promoting or publicizing events hosted by outside groups in the Library's meeting room. Organizations are solely responsible for promoting their events. All advertising for outside groups' events must be approved by DeKalb Public Library. The following statement must be placed on all publicity that is distributed for programs booked in the Library's meeting rooms: **“This program is neither sponsored nor endorsed by the DeKalb Public Library. The Library is not responsible for the information presented in this program.”**
- Meeting rooms are available for use during all hours the Library is open. Meeting rooms must be vacated 15 minutes before closing time unless prearranged with Director.
- Meeting rooms reserved outside of Library business hours will incur additional security and staffing fees. These will vary depending upon the timing and nature of the event, and will be determined on a case-by-case basis.
- An adult must be present at all times while the room is reserved.
- Meetings are to be contained in the meeting room and not flow into other areas of the Library.
- The Library cannot provide storage space for any group's equipment or materials. The Library assumes no responsibility or liability for loss or damages to equipment or materials belonging to organizations or individuals reserving Library meeting rooms. Personal insurance is suggested for valuable property brought into the Library.
- Requests to serve food and beverage must be submitted in the initial meeting room reservation. All food and drink must remain in the reserved room at all times. The use of hazardous materials is prohibited. Alcohol is not permitted during Library business hours.
- Alcohol at events taking place outside of Library business hours must be pre-approved and must be provided by a business with a current license to serve liquor off-premises.
- All rooms have standard setup options, which are included in the fee. Non-standard setups may incur additional fees.
- Individuals or groups holding events taking place in the Lobby or Great Reading Room after hours must secure a Certificate of Insurance prior to use of the room, reflecting liability insurance coverage of \$1,000,000. The DeKalb Public Library should be listed as an additional insured on the Certificate of Insurance.
- Meeting rooms must be cleaned following use. Failure to return the room to its original condition may cause future room reservations to be denied. Trash should be placed in the appropriate containers for removal by Library staff following the event.
- No physical changes are allowed in the Library meeting rooms except for rearrangement of furniture. The use of decorations, additional furniture and equipment (other than audio visual aids) requires prior approval.
- Flames and open heating elements are prohibited. Crock pots, coffee pots, and similar items with enclosed heating elements can be used with prior approval, and must be noted on the initial meeting room reservation.
- Library staff provide room setup, but are not available to assist with meetings or programs, to operate equipment, or to help arrange exhibits.
- Groups and individuals are provided 30 minutes prior to and 30 minutes after their reservation for set-up and take-down purposes.

#### **ADDITIONAL REGULATIONS FOR PUBLIC EVENTS**

- Public events in Library meeting rooms must be free and open to the public.

- Groups using a meeting room for a public event may not deny access to persons on the basis of race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), military status, marital status, order of protection status, genetic information, citizenship, parental status, sexual orientation, transgender status and any other category protected by law.
- All users must comply with the Americans with Disabilities act, which requires that a meeting or materials for a meeting be provided in an accessible format when requested.

## ROOMS AND FEES

Space	Capacity (maximum)	Public Events	Private Events: Children's Clubs*	Private Events: Non-Profits**	Private Events: All Others
Bilder Family Meeting Room	30	No Fee	No Fee	\$15/hour	\$30/hour
Story Time/Craft Room	70	No Fee	No Fee	\$15/hour	\$30/hour
Zimmerman Meeting Room	50	No Fee	No Fee	\$15/hour	\$30/hour
Yusunas Meeting Room	180	No Fee	\$30/hour	\$30/hour	\$60/hour
Lobby (after-hours only)	200	\$800 for 4 hours, 4-hour minimum \$100/hour after initial 4 hours			
Great Reading Room (after-hours only)	200	\$800 for 4 hours, 4-hour minimum \$100/hour after initial 4 hours			

\* Meetings of formally organized clubs or non-profits serving the needs and interests of children. To receive this rate the majority of event attendees must be anticipated to be under 18 years of age.

\*\* Non-Profits are defined as groups whose missions serve an educational, charitable, cultural, political, or civic purpose. Non-Profits include 501©3 corporations and unincorporated associations, organizations, clubs, book groups, or government agencies.

### Non-resident fees:

- One-time use -- \$25
- Annual Meeting Room Use Card -- \$100

**Food/Beverage fee** -- \$25

**After-hours Security fee** -- \$50/hour

## AVAILABLE EQUIPMENT AND SERVICES

Tables and chairs are included in the room rental. The following additional equipment is available for use in the rooms depending on availability. Equipment must be requested in advance.

- Projector & screen - \$10
- Wi-Fi -- \$10 for after-hours use, free during normal operating hours
- Kitchenette

- Keurig (disposables and coffee not included)
- Laptop computers -- \$10/machine

### **ADDITIONAL SERVICES**

When staffing allows, the library can provide children's entertainment created to match the theme of an event for an additional fee.

- 30-minute session with a story teller -- \$40
- 30-minute children's craft -- \$40