

Mission 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's building program includes a variety of flexible meeting spaces.

Meeting Room Use Policy

Table of Contents

Meeting Room Use Policy.....	2
a. General Policy.....	2
c. Restrictions.....	2
d. Reservations.....	3
e. Fees.....	4
f. Promotion & Publicity.....	4
g. Food & Drinks.....	4
h. Care of Facilities.....	4
i. Equipment & Options Available.....	4
j. General Rules.....	5
k. Damages.....	5
l. Tutoring.....	5
Meeting Room Application.....	6
Fee Structure.....	8

Meeting Room Use Policy

a. General Policy

The primary purpose of the DeKalb Public Library's meeting room(s) is to allow the library to hold meetings, programs, and other events which enable the library to fulfill its strategic goal for all residents to have access to resources that support literacy and lifelong learning to meet their educational, information, and entertainment needs.

The Library Director is responsible for implementing this policy. The Director may delegate authority to approve the use of the library meeting room request in accordance with the policy. Request for exceptions to any of the rules must be submitted in writing to the Director at the time of the reservation request.

The policies governing the use of the meeting facilities of the DeKalb Public Library are in accordance with Article 5 of the Library Bill of Rights which states that "a person's right to use a library should not be denied or abridged because of origin, age, background, or views". Therefore, meeting rooms should be available on equal terms to all groups in the community regardless of belief and affiliations of their members. This policy does not signify or represent that the Library, the Board of Trustees, or its staff support or sponsor the users, user groups, or their activities or messages.

b. Priority of Use

Priority in scheduling the use of Library meeting rooms shall be given in the following order:

1. Library sponsored programs and meetings.
2. Educational, cultural, civic and public information events of organizations located within the boundaries of the City of DeKalb.
3. Meetings of official agencies, committees and boards of governmental entities located within the boundaries of the City of DeKalb.
4. Other groups, organizations, or entities.

c. Restrictions

1. The meeting room is available for use during library open hours. All meetings must be finished and the meeting room must be vacated 15 minutes before closing time unless prearranged with Director.
2. Because the library is a public space for all, the library should not be used as an on-going site for business.
3. Groups using a library meeting room must have someone over the age of 21 present at all times.
4. Activities taking place in a library meeting room must not interfere with normal library operations nor shall it create a public safety hazard. Meetings are to be contained in the meeting room and not flow into other areas of the library.
5. 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.
6. A meeting room may be used for social gatherings such as showers, birthday parties, dances, etc.

7. A meeting room may not be used for religious services or political campaigns (religious study groups and political forums are permitted.)
8. Groups using a meeting room must not deny access to persons on the basis of race, religion, gender, sexual orientation, physical or mental disability, nor to any protected class.
9. The library cannot provide storage space for any group's equipment or material/s. The library assumes no responsibility for equipment or material/s belonging to the organization or to individuals, or liability for loss or damages. Personal insurance is suggested for valuable property brought into the library.

d. Reservations

1. The individual filling out the application for a meeting room or a study room must live within the DeKalb city limits and have a library card. If the individual does not live within the DeKalb city limits, a non-resident fee will apply (see Fee Structure).
2. Applications for the use of meeting rooms must be made on the form provided, or by completing the reservation process online at www.dkpl.org
3. Applications are to be submitted as far in advance as possible. Reservations will not be more than one (1) year in advance of the date requested.
4. Reservations for the study rooms by individuals, non-profits, clubs, government entities and organizations can be for up to 3 hours per 24 hour period, ordinarily.
5. Application for the use of the Library facilities does not guarantee approval. Applications will be approved on a first-come, first-served basis and the priority of use as described in Section b.
6. Confirmation or denial of applications for reservations will be made either in writing, by e-mail, or by telephone. Payment must be made in full, if applicable, before the date of the event.
7. If it is necessary to cancel a reservation for a meeting room, the Library should be notified as soon as the cancellation is firm. Such cancellation notification shall be preferred in writing. If a group or individual cancels more than two events in a given year, meeting room privileges may be suspended.
8. Applications and cancellations shall be submitted to the Director or the Director's designee. No group shall assign its space or reservation to another group. If a meeting room is not used and a reservation cancellation is not given to the Director or the Director's designee, meeting room privileges may be suspended.
9. The Library reserves the right, in its discretion, to cancel any reservation. If the patron has over \$5.00 in fines, the reservation cannot be approved until fines are less than five dollars.
10. List of rooms:
 - a. Yusunas Meeting Room
 - b. Zimmerman Meeting Room
 - c. Bilder Family Meeting Room
 - d. YS Study Rooms (3)
 - e. AS Study Room (2)
 - f. AS Group Study Room (2)
 - g. Teen Study Room (2)
 - h. Nancy D. Castle Collaboration Studio
 - i. Local History Room
 - j. Story Time & Activity Room

- k. Lobby
- l. Great Reading Room

e. Fees

1. Use the fee structure that is attached to the application (page 9). Any fees must be paid in full before the event. All checks must be made payable to **DeKalb Public Library**.
2. Any check returned to the library for insufficient funds will be assessed a \$25 fee.
3. Library staff cannot waive fees per board-approved policy.

f. Promotion & Publicity

1. 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.
2. Use of the library's meeting room does not constitute library endorsement of viewpoints expressed by participants in the program.
3. Advertisements or announcements implying such endorsements are not permitted.
4. The following statement must be placed on all publicity that is distributed for programs booked in the library's meeting room: **"This program is neither sponsored nor endorsed by the DeKalb Public Library. The Library is not responsible for the information presented in this program."**
5. All advertising for outside groups' events must be approved by DeKalb Public Library.

g. Food & Drinks

1. Include your request to provide and serve food and beverage with your application.
2. All food and drink must remain in the reserved room at all times.

h. Care of Facilities

1. All rooms will have a standard setup schema (samples at the end of the document), which is included in the fees.
2. All aspects of the room (furniture, blinds, etc.) must be returned to their original condition by the close of the meeting.
3. The groups or individuals using the room must clean up after the meeting. Any group which fails to leave the room in a satisfactory condition, for example, does not clean the kitchenette, or damages the premises, will not have their security deposit returned and may not be allowed future use of the room.
4. Groups and individuals are provided one hour prior to and one hour after their reservation for set-up and take-down purposes.
5. The use of hazardous materials is prohibited.
6. Library staff will be responsible for taking the trash and recycling bins to the dumpster.

i. Equipment & Options Available

1. The following equipment is available for use in the rooms depending on availability. Equipment desired must be requested in advance and additional fees may apply.
 - Projector & screen
 - Laptops
 - Wi-Fi (outside regular library business hours)

- Chairs
 - Tables
 - Kitchenette
 - Keurig (disposables and coffee not included)
2. The library can provide (if available) a story time (story teller) and/or craft session for an added fee. This will be a 1/2 hour story time and/or 1/2 hour craft time that will fit in with your meeting/party theme.
 3. The use of the kitchenette (which is attached to the Yusunas meeting room) is available for reservations of either the Yusunas or the Zimmerman Meeting Rooms for an additional fee (see Fee Structure).

j. General Rules

1. The library does not have personnel to assist with meetings or programs to operate equipment that is not library-owned or to help arrange exhibits.
2. No physical changes are allowed in the Library meeting rooms except for rearrangement of furniture. No additional furniture or equipment other than that already available in the meeting room will be provided. No additional furniture or equipment, other than audio visual aids, may be used without prior approval of the Director or designee.

k. Damages

1. The individual making the reservation will be held responsible for any and all damages that occur as a result of the use of the facilities.
2. The security deposit will not be returned to the group if the room is left in an unsatisfactory condition. The security deposit will be added to the library card of the person making the reservation.
3. Future permission to use the Library meeting rooms may be withheld from groups damaging room, equipment, furniture or any other failure to comply with these rules.
4. Any expense related to police or security shall be paid by the user.

l. Tutoring

The library encourages tutoring. However, the library may not be used as a site for any business unless fees are paid per the fee schedule at the end of this document.

Meeting Room Application

Individual or Group Name: _____ Date: _____

Type of Fee Structure Requesting: Non-profit, Club, Organization Govt. Entity Individual All Others

Contact person: _____

Address: _____ Phone: _____

_____ Email: _____

Library Barcode: _____

Room Needs and Attendance Information

Public Meeting Space Requested:

- | | |
|------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Yusunas Meeting Room (max 180) | <input type="checkbox"/> AS Study Room 2 (max 3) |
| <input type="checkbox"/> Zimmerman Meeting Room (max 80) | <input type="checkbox"/> AS Study Room 3 (max 3) |
| <input type="checkbox"/> Bilder Family Meeting Room (max 25) | <input type="checkbox"/> Teen Study Room Y (max 3) |
| <input type="checkbox"/> Nancy D. Castle Collaboration Studio (max 16) | <input type="checkbox"/> Teen Study Room Z (max 3) |
| <input type="checkbox"/> Local History Room (max 25) | <input type="checkbox"/> AS Group Study Room 1 (max 8) |
| <input type="checkbox"/> YS Study Room A (max 4) | <input type="checkbox"/> AS Group Study Room 4 (max 8) |
| <input type="checkbox"/> YS Study Room B (max 5) | <input type="checkbox"/> Story Time and Activity Room (max 25) |
| <input type="checkbox"/> YS Study Room C (max 4) | <input type="checkbox"/> Lobby (max 150) |
| | <input type="checkbox"/> Great Reading Room (max 150) |

Date(s) room requested: _____

Meeting start time: _____ Meeting end time: _____

Estimated # of attendees: _____

Provide a brief description of the nature of your meeting/program. _____

If requesting to provide food and beverage/s furnish a description here.

(Over)

Meeting Room Application continued

By signing below I agree to the Meeting Room Policy and I accept responsibility for the group's use of the DeKalb Public Library meeting room(s).

I understand that the DeKalb Public Library takes no responsibility for advertising this meeting or program, and I will include the following statement on all publicity created for this meeting or program: "This program is neither sponsored nor endorsed by the DeKalb Public Library. The Library is not responsible for the information presented in this program."

Signed

Date

Fee Structure

Space	Government Entities*	Non-Profits, Clubs, Organizations	Individuals	All Others
Yusunas Meeting Room	\$40/hour	\$75/hour	\$75/hour	\$75/hour
Zimmerman Meeting Room	\$25/hour	\$50/hour	\$50/hour	\$50/hour
Bilder Family Meeting Room	No Fee	No Fee	\$50 for 3 hours	\$50 for 3 hours
Study Rooms (3 hour blocks)	No Fee	No Fee	No Fee	\$50/hour
Nancy D. Castle Collaboration Studio	TBD	TBD	TBD	TBD
Local History Room	TBD	TBD	TBD	TBD
Story Time/Craft Room	No Fee	No Fee	\$50/hour	\$50/hour
Lobby (available when library is closed)	\$800 for 4 hours \$200/hour after initial 4 hours			
Great Reading Room (available when library is closed)	\$800 for 4 hours \$200/hour after initial 4 hours			

Total Costs

Space Requested: _____ Cost: \$ _____

- Use of Kitchenette \$100 OR Food/Beverage Fee \$25
- Security (After/Before Library Hours) \$50/hour
- Storyteller (if available) \$50/hour
- Non-Resident Fee \$50 Extra
- Technology Equipment \$10 per item

Additional Costs Total: \$ _____
 Waivers (Director Approval): -- \$ _____
Total Cost: \$ _____

A \$25 fee will be charged if a check is returned for insufficient funds.

**Includes: City of DeKalb, DeKalb County, DeKalb Sanitary, DeKalb Park District, DeKalb Road and Bridge, DeKalb Township, Forest Preserve, and School District #428*

Staff Only:

Rec'd By & Time Rec'd:	Check #	Cash	Credit Card	Approved By:

Staff please return form to mailbox labeled "Meeting Rooms".

- *Approved by the Board of Trustees, November 11, 2015*
- *Amended by the Board of Trustees, January 13, 2016*
- *Amended by the Board of Trustees, August 10, 2016*
- *Amended by the Board of Trustees, December 14, 2016*

Tutoring Policy:

In support of its mission to encourage lifelong learning and personal growth in a welcoming environment, the Library permits tutoring on the premises in accordance with this policy. The intention is not for the Library to be used as a classroom or place of business for tutors to work from, but as a safe and quiet workspace for students to receive instruction. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space.

Tutors, students, and parents are expected to observe the following guidelines:

- All arrangements must be made between the tutor, student, and parents. Library staff will not deliver messages or help find a tutor.
- Tutors are encouraged to use the study rooms. Study rooms must be reserved at one of the public service desks, and tutors, students, and parents must abide by the Study Room Policy.
- The Youth Services Department is intended for the use of children ages birth through 8th grade and their parents or caregivers. If the student falls into that age range, it would be appropriate to use one of the study tables in the Youth Services department. Tables can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.
- The main lobby area, magazine area, Teen area, Great Reading Room and the Computer Lab, adult computer area, and the Quiet Area on the lower level should not be used for tutoring sessions.
- In some circumstances, it may be appropriate for tutors and their students to use the computer lab or other computer terminals.
- Tutors are permitted to use the Library during any of its hours of operation, Recurring tardiness at closing time may result in restriction or loss of library privileges. Tutors and students must bring their own supplies.
- Tutors may not publish or distribute advertisements or letters indicating the Library as their place of doing business or otherwise imply Library sponsorship of their activities. Tutors may not advertise their business in the Library.
- Library staff is happy to assist tutors and their students as they would any patron; however Library staff must be available to all people who come into the library for help.
- Tutors are responsible for the behavior of their student during the session. It is preferred that the caregiver of children under 9-years-old remain in the Library while their child is being tutored.
- Tutors and students must follow the Library Patron Policy, including ensuring that conversations and instruction are not loud enough to distract other library users, and limiting cell phone use to the designated areas. Additionally, tutor and student belongings and use of space should not interfere with easy access through the Library or other Library users. Students and tutors must be in possession of their belongings at all times.