

**Sycamore Public Library
Meeting Room Policy**

Board Approved 4/13/04

Revised 1/24/06

Revised 3/16/06

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The primary purpose of the Sycamore Public Library's meeting rooms is to allow the library to hold meetings, programs, and other events which expand access to information and help the library fulfill its mission. The Sycamore Public Library welcomes public use of the meeting facilities in keeping with the Library's mission to give residents of all ages a place to gather that is recognized as interesting and inviting. All non-library groups using the meeting rooms are required to pay a maintenance fee. Proceeds from this fee will go toward maintaining and improving the meeting rooms. (See Meeting Rooms Fees below for the fee structure.)

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.

Use of the Library meeting rooms by any group signifies acceptance of the terms of the Meeting Room Policy and the Patron Rights and Responsibilities Policy.

Meeting Room Use

1. Meeting Rooms are generally available for use during library open hours. All meetings need to be finished 15 minutes before closing unless arrangements have been made in advance.
2. Library needs will preempt any other scheduled event.
3. Depending upon the availability of staff, special arrangements may be made to use meeting rooms outside of regular hours for an additional hourly fee.
4. Groups using the library meeting rooms must have adult supervision at all times.
5. 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. Patron Rights and Responsibilities Policy must be observed at all times.
6. The name, address, or telephone number of the Sycamore Public Library may not be used as the address or headquarters for any group using the library for meeting purposes.
7. Meeting rooms may not be used for social gatherings such as showers, birthday parties, dances, etc.

8. Meeting rooms may not be used for religious services or political campaigns (religious study groups and political forums are permitted).
9. Groups using the meeting room may not deny access on the basis of race, religion, sex, or physical or mental disability.
10. Permission to use the Library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, furniture, or causes a disturbance.
11. The library will not provide any group with keys to the library or to any room in the library.
12. The library can not provide storage space for any group's equipment. The Library assumes no responsibility for materials belonging to the organization / individual or liability for loss or damages. Personal insurance is suggested for valuable property brought into the library.

Meeting Room Fees:

1. All groups using the library must pay a maintenance fee to use the meeting rooms. The fees must be paid at the time of room reservation. All checks must be made payable to **Sycamore Public Library**.
2. Organizations who are Not-For-Profit Groups must provide proof of 501(c)(3) or 170 (c)(1) status, otherwise the For-Profit fee structure applies.
3. Not-For-Profit Organizations meeting room maintenance fee structure:
 - a. Up to 2 hour event: \$15.00 per meeting
 - b. Over 2 hours up to 4 hours: \$20.00 per meeting
 - c. Over 4 hours: \$80.00 per meeting
4. For-Profit Organizations meeting room rental fee: \$50.00 per hour.
5. The kitchen is available for use by meeting room groups for and additional \$25.00 per visit.
6. The LCD projector is available for use in the library meeting rooms for a non-refundable fee of \$25.00.
7. For-Profit Organizations before and after hour use fee: \$25.00 per hour plus regular hourly fee.
8. Not-for-Profit Organizations before and after hour use fee: \$25.00 per hour plus the regular maintenance fee.
9. Donations for use of the meeting room will be accepted from any organization.

Promotion and Publicity

Use of the Library's meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted. The following statement is to be placed on all publicity that is distributed for programs booked in the meeting rooms: **"This program is neither sponsored nor endorsed by the Sycamore Public Library. The library is not responsible for the information presented in this program."**

Food and Beverage

1. There is a full kitchen adjacent to the large meeting room. It is available for use by any group using the facilities. There is a \$25.00 per use fee.
2. Serving alcohol is prohibited. Any request for exemption must be approved by Library Director and a special occasion permit (liquor license) will be required.

Care of Facilities

1. All set-up and clean-up of the meeting rooms is the responsibility of the group using the meeting room.
2. All rooms must be returned to their original condition.
3. The use of hazardous materials is not permitted.
4. Smoking, tobacco chewing, and illegal substances are prohibited.
5. All trash resulting from the use of the Meeting Room must be removed by the organization.
6. The individual making the reservation, as well as the membership of the group, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
7. The Board Room table must remain in the center of the room.

Parking

1. We request that groups using the meeting room park their vehicles in the farther lots so that patrons coming and going from the library may take advantage of the closer spaces. This is especially helpful during ½ day and whole day meetings.
2. There are two handicap spaces in front of the main entrance to the library. They may be used by meeting attendees who have a disability license plate or placard.