

**Sycamore Public Library
Meeting Room Policy**

**Board Approved 4/13/04
Revised 1/24/06
Approved 10/9/07 Effective 01/01/08
Approved 11/8/11
Revisions approved 10/09/12**

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 meeting room rental fee. (See Meeting Rooms Fees below for the fee structure.) Use of the meetings rooms is a privilege not a right.

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.

Any group that wishes to use the meeting room must complete a meeting room application. By completing the application the group signifies acceptance of the terms of the Meeting Room Policy and the Patron Rights and Responsibilities Policy.

Meeting Room Application

1. Meeting Room applications are accepted no more than three months in advance of a meeting.
2. Applicant must list all speakers either invited or expected to attend and give a detailed description of the program proposed.
3. Applicant and his/her organization agree to pay for damages to the meeting room or to Library property resulting from meeting room use.
4. Activities taking place in a library meeting room must not interfere with normal library operations nor shall it create a public safety hazard. If the library director determines that a meeting room request may interfere with normal library operations or the safety of staff and patrons, the meeting room request will be denied. 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.
5. 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.
6. The Library reserves the right to revise any scheduled meeting arrangements and to preempt established reservations on reasonable notice to the Applicant.

Meeting Room Fees:

1. All groups using the library must pay a fee to use the meeting rooms. Payment must be received within five (5) days of approval. Applicants will receive a confirmation number. Checks must be made payable to **Sycamore Public Library** and include the confirmation number on the memo line. Payments for the meeting room may be made by credit card through the E-pay system.
2. The Standard Meeting Room Fee is: \$50.00 per hour.
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. 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.
5. There are several pieces of AV equipment (such as LCD projector and DVD player) available for use in the meeting room. There is a \$15.00 fee for use of the LCD projector to help pay for new projector bulbs.
6. Groups who stay past their scheduled meeting time will be charged \$25.00 fee for every 30 minutes beyond the scheduled time and may lose their privileges for future meeting room requests.
7. Donations for use of the meeting room will be accepted from any organization.

Cancellation Policy

8. If meeting room reservations are cancelled at least 24 hours before the event, the meeting room fee will be refunded in full.
9. Meeting room fees for reservations Cancelled less than 24 hours prior to the event will not be refunded.
10. In the event of a Library building emergency or weather related emergency, the Library reserves the right to cancel the meeting. In case of an emergency library closing, meeting room fees will be refunded.

Meeting Room Use

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. Any group which fails to leave the room in a satisfactory condition, does not clean the kitchen, or damage the premises will be billed for the cost of damages, and if the bill is not paid, will not be allowed to use the meeting rooms in the future.
3. The use of hazardous materials is not permitted.
4. Smoking, tobacco chewing, and illegal substances are prohibited inside the building and within 15 feet of all doors and windows.
5. All trash resulting from the use of the Meeting Room must be removed by the organization and placed in the dumpster outside the building.
6. 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.
7. Groups using the library meeting rooms must have adult supervision at all times.
8. All organizations or groups shall indemnify, defend and hold harmless the Sycamore Public Library and City of Sycamore, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of the Library meeting room.
9. Groups using the meeting room may not deny access on the basis of race, religion, sex, or physical or mental ability.
10. The number attending a meeting may not exceed the posted capacity of the room as established by the City of Sycamore Fire Department. **Maximum Capacity standing or with Chairs: 49. Maximum Capacity with tables: 30.**
11. Library phones are for library staff use or in case of emergency only. They may not be used by meeting room groups for any purpose other than in case of emergency.
12. The library will not provide any group with keys to the library or to any room in the library.
13. The library cannot 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.
14. Groups wishing to exhibit, perform, duplicate, or distribute any copyrighted work in the library (print or non-print) must secure a license or permission to do so.

Food and Beverage

1. The kitchenette may be used by any group using the meeting room. Food and beverage may be served. It is the responsibility of the group to provide their own supplies including dishes, coffee pot filters, silverware, food and drink. The library will provide a coffee pot for use by groups. The coffee pot and counters must be cleaned before leaving.
2. Serving alcohol is prohibited. Any request for exemption must be approved by the Library Director and a special occasion permit (liquor license) will be required.

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." All Publicity must be approved by the Sycamore Public Library.**

1. 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.

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.

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.