

Meeting Room Policy

The policies governing the use of the meeting rooms of the Yorkville Public Library are in accordance with the Library Bill of Rights which states that “Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use”.

A. Meeting Room Policy

Priority for the use of the Library’s Meeting Rooms will be given in the following order:

1. Library-sponsored meetings / programs.
2. Educational, cultural and civic, and public information events of nonprofit organizations, whose membership includes residents of the City of Yorkville.
3. Educational, cultural and civic and public information of nonprofit organizations outside the City of Yorkville.

Exclusions

1. Private social functions.
2. Programs that are not suitable for the library’s physical facilities.
3. For-profit groups soliciting or selling products or services.
4. Programs not in keeping with the library’s goals and objectives which would interfere with the library’s work by causing excessive noise, a safety hazard, security risk, etc.
5. Gambling, crafts, games or other recreational activities.

Fees & Room Reservation

Fees are intended to cover the library's maintenance and overhead costs. It is the Library Board's intention that the Library's Public Meeting rooms should be self-supporting. Meeting room fees will be reviewed annually by the Library Board.

Please call for room availability. Unless otherwise approved by Library Director, start times may not be earlier than 30 minutes of Library Opening and end times may not be later than 30 minutes before Library Closing

Fees for each meeting must accompany the Meeting Room Reservation Application and will act as the deposit to hold your reservation. Fees will include the full amount of the reservation: "base rate" which covers up to three hours of meeting room use, additional hourly rate beyond the first three hours if applicable, and clean-up fees if serving food. Cancellations made less than 48 hours before scheduled meeting will forfeit a refund of their deposit.

Meeting room rental fees can be waived only for non-profit organizations where the requestor is a Yorkville Public Library cardholder (requestor must also be in attendance at the meeting). Clean up fees if food is served cannot be waived.

Non-Profit (Yorkville Public Library cardholder & meeting attendee)

Educational, cultural, civic, and public information events.

Meeting Room

Base rate (3 hours) waived

Additional hourly rate waived

Clean up fee if food is served \$25.00

City of Yorkville and its entities will be exempt from paying a fee.

Non-Profit (non-cardholder of Yorkville Public Library)

Educational, cultural, civic, and public information events.

Meeting Room

Base rate (3 hours) \$50.00

Additional hourly rate \$15.00

Clean up fee if food is served \$25.00

For Profit

Meeting Room

Base Rate (3 hours) \$75.00

Additional hourly rate \$25.00

Clean up fee if food is served \$25.00

Equipment Available

1. Stacking chairs
2. Tables
3. White board easel
4. Projector & Screen
5. Kitchen
6. Lectern

Regulations for use of the Meeting Room

1. Smoking, chewing tobacco, vaping products, alcoholic beverages, and cannabis are prohibited on all Library premises.
2. All illegal substances are prohibited.
3. The use of glitter is prohibited.
4. Groups using the meeting room or kitchen are responsible for leaving the room as they found them and reimbursing the library for any damage that may occur to library owned furniture, equipment, or to the library facility. Future use of the meeting rooms may be withheld from groups that have caused damage to the rooms, to the carpet, equipment, furniture or caused a disturbance in the library and / or failed to comply with the established rules of the library.
5. Groups must supply their own coffee, cream, sugar and paper products. The library will provide a coffeepot.
6. Only light refreshments are permitted.
7. All appliances must be left unplugged.
8. The library does not provide storage or assistance in carrying supplies and materials to the meeting room.
9. Organizations may not use the name, telephone, or address of the library, even on a temporary basis, except for notification of location of a specific meeting. **The library will not receive non-emergency calls or take messages for individuals or organizations.**
10. Promotion of non-library-sponsored events must not imply library sponsorship or endorsement.
11. The library does not supply space for groups needing a place to store their supplies or equipment.
12. The library does not have personnel to assist groups, operate equipment, or help arrange exhibits.
13. No signs will be displayed anywhere outside the building.
14. Nothing may be attached to the walls, ceiling, floor, furniture, or doors. A bulletin board is available during the meeting time.
15. Minors (under 18 years of age) may use the meeting room under direct and constant supervision of an adult chaperone, who will remain in the room and assume full responsibility for activities and conditions. Childcare service for persons attending meetings is not provided; children under the age of eleven may not be left unattended in the library at any time.
16. Additional electrical equipment, other than that provided by the library, is not permitted in the kitchen or meeting room without prior approval by the library Director.
17. Because of the demand for use of the meeting room, the library may not be able to accommodate groups desiring multiple meetings. Reservations may be made no sooner than two (2) weeks and up to ninety (90) days in advance. The Library Meeting Room Reservation Application and fee deposit must accompany all reservations.
18. No organized religious services are allowed
19. When it is necessary to cancel a reservation, the library should be notified as soon as possible. Cancellation less than 48 hours prior to the scheduled event may result in forfeiture of the meeting room deposit.
20. Hazardous materials including, but not limited to paints, solvents, and explosives are prohibited. No candles or use of any incendiary items are permitted.
21. For fire safety reasons the number of attendees permitted in the large meeting room is

limited to a maximum occupancy of 149. The Library Director reserves the right to reduce the maximum occupancy in accordance with guidelines as stated by the Center for Disease Control (CDC) to ensure the health and safety of staff and patrons.

22. The library reserves the right to prohibit any activities not specifically addressed in these policies at any time.
23. In addition to the rules of conduct, all other library's policies will apply to the meeting room.
24. A Library staff member may be present at any time during the meeting or function.

The Yorkville Public Library assumes no liability for personal injuries or for loss of property while in or on the library premises.

For and in consideration of the use of the meeting room and library facilities, any person or group using them agrees to indemnify and hold harmless the Yorkville Public Library from any and all actions or suits relating to its use of such room and facilities.

Policy Revised and Approved 11/17/2020

Yorkville Public Library
LIBRARY MEETING ROOM RESERVATION APPLICATION

Date of Request: _____

Name of Organization: _____

Organization Address: _____

Contact Person/Contact Phone #: _____

Purpose of Meeting: _____

Meeting Date, Start Time & Duration in Hours: _____

(Unless otherwise approved by Library Director, start times may not be earlier than 30 minutes of Library Opening and end times may not be later than 30 minutes before Library Closing)

Number of Participants Expected (maximum occupancy 149): _____ Food Served Y/N: _____

Room Rates (3-hour Base Rates): **Non-Profit (cardholder & attendee):** waived / **Non-Profit (non-cardholder):** \$50.00 / **For-Profit:** 75.00

Additional charges:

Non-Profit (cardholder & attendee): Extra hourly rate waived/ clean up fee if food is served \$25.00

Non-Profit (non-cardholder): Extra hourly rate \$15:00/ clean up fee if food is served \$25.00

For-Profit: Extra hourly rate \$25:00/ clean up fee if food is served \$25.00

Make check payable and send along with this completed form to: Yorkville Public Library
902 Game Farm RD
Yorkville, IL 60560

Payment Amount: \$_____

Your check will hold the room for your scheduled meeting date. If your organization cancels at least 48 hours in advance of the scheduled date, your check will be returned.

For and in consideration of the use of the meeting room and library facilities, any person or group using them agrees to indemnify and hold harmless the Yorkville Public Library from any and all actions or suits relating to its use of such room and facilities.

I have read the attached Yorkville Public Library Meeting Room Policy and I agree that my group or organization will abide by the provisions of the policy. I further attest that I am an authorized representative of the group, agree to ensure that the group conforms to the provisions of this policy, and assume responsibility for any non-compliance.

Sign Full Name _____

STAFF ONLY:

Date payment received: _____ Amount: \$_____ Staff Initials: _____