AURORA PUBLIC LIBRARY MEETING, CONFERENCE, AND STUDY ROOM USE POLICY

The Aurora Public Library maintains meeting, conference, and study room spaces for guests at the Santori Library, the Eola Road Branch, and the West Branch. These spaces are available for use by others when not needed for Library functions or its business.

The Library welcomes the use of its meeting and conference rooms by nonprofit organizations engaged in informational, educational, cultural, and civic activities. Meetings and workshops for local for-profit and commercial organizations are also welcome, subject to the parameters of this policy. Use of the meeting or conference rooms does not imply endorsement, support, or co-sponsorship by Aurora Public Library of the group's policies or beliefs or activities. As such, the Library excludes the use of our facilities for political rallies, religious services or events, or activities that materially and substantially interfere with the function, purpose and mission of the Library.

ELIGIBILITY TO RESERVE MEETING OR CONFERENCE ROOM

- Residents of the City of Aurora over 18 years of age with a valid Aurora Public Library card.

- Nonresidents who are City of Aurora taxpaying property owners, or a senior administrative officer of a firm, business, or other corporation owning taxable property in the City of Aurora.

- Representatives of organizations outside the City of Aurora boundaries, at the discretion of the Executive Director or his/her designee.

- A completed application with all applicable fees and documentation is required within the deadlines of requested meeting date specified in this policy. For meetings and events held outside regular Library hours, consult the After Hours & Special Events Policy.

  o Meeting rooms may be reserved up to sixty (60) days in advance.
  o Conference rooms may be reserved up to four (4) months in advance.

Room reservations will be finalized and confirmed only after the required fees and documents are received by the Library. A current copy of the group's 501(c)3 status must accompany room reservation requests for all nonprofit groups in order for the group to receive the not-for-profit rate.

The downloadable application form is posted on the Library's website.

REGULATIONS

- Meeting and conference rooms are made available for public use when such space is not being used for Library programming and its other business.

- Any one (1) group may reserve a Library meeting room or conference room up to six (6) times within one calendar year at Eola Road Branch, Santori Library, or West Branch locations. Library Administration may extend these limits at its discretion.

- The Executive Director may deny the use of a meeting room at his/her discretion, based on the requested time of event, anticipated availability of parking, or other factors which may impair the public's access to library services.

- The users of any meeting, conference or study room must comply with the Library's Code of Conduct, the Unattended Child Policy, and other applicable policies.

- Unless otherwise approved, meetings held during regular Library business hours must end thirty minutes before the Library facility closes.

- Limitations on specific library facilities are designated on the Online Room Reservation System. These include rules governing room capacities, room configuration options, food and beverages permitted, and additional stipulations that may apply to particular rooms.

- A Library meeting room or conference room reservation that is made by one group is not transferable to another group.

- Set-up and tear-down time must be added to the reservation where applicable to ensure that appropriate time exists between meeting reservations. Booking schedules are tight and many bookings are back-to-back.

- Audiovisual equipment available varies by room and library location. Library staff assures that equipment is in working order, but does not serve as equipment operators during meetings. Equipment is listed with room descriptions on the Online Room Reservation system.

- The Computer Training Lab (CTL) at Santori Library may be reserved by groups for training sessions. The Lab may be reserved Monday through Friday, 8:00a – 12 noon. No Lab reservations for groups are accepted for Saturdays and Sundays. Reservations may be made up to three months in advance but no less than two weeks prior to date requested. Under special circumstances, the CTL may be reserved for up to eight hour training sessions at the Executive Director's discretion.

    - A Computer Assistant on staff will assure that all CTL equipment is in working order prior to the session. The Computer Assistant will be available to troubleshoot equipment, if necessary, but not to instruct or assist with instruction.

    - Securely covered beverages are allowed in the CTL. Food is not allowed.

- Teleconferencing is available at Santori Library only. Reservations may be made up to three months in advance but no less than one week prior to date requested.

- Meeting room users will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct.

- Organizations reserving a meeting room will be held responsible for any accidents occurring as a result of the group's activities.

- The Library is not responsible for personal property belonging to groups or individuals using the Library or its meeting rooms.

- The use or presence of alcoholic beverages is prohibited on any Aurora Public Library premises during regular business hours. At other times, use and/or presence of alcoholic beverages on any Library premises is at the Executive Director's discretion and when proper licensing is obtained from City of Aurora and State of Illinois, as required by law. Further directives concerning alcohol also apply. Consult the After Hours & Special Events Policy for these directives.

- Smoking is not permitted on Library property or within fifteen (15) feet of any public entrances or intake louvers.

- The sale, advertising, solicitation or promotion of products or services is not allowed in Library meeting rooms without the prior, express permission of the Executive Director.

FEES AND ASSESSMENTS

Fees allow the Library to recover costs associated with usage and maintenance. Fees listed are per hour, and meeting rooms must be reserved for a minimum of one hour. An additional half hour increment will be assessed at the half hour rate. Maintenance fees are assessed for all reservations.

Meeting room users will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct. Additional fees will be assessed to the group if carpeting must be cleaned or terrazzo must be serviced.

No refund is issued for cancellations within seven days of scheduled meeting. A fee may be waived at the discretion of the Executive Director. Fee schedule is as follows.

Facility Description	Nonprofit (501)c(3) organization	Nonprofit Additional 1/2 hour	For-profit organization	For-profit Additional 1/2 hour	Maintenance flat fee (all meetings)	Maintenance flat fee (if food or beverage is served)	Deposit* required	Equipment flat fee per event
Meeting or Conference Room	$18/hour	$10	$35 /hour	$20	$20	$35	$0	
Computer Training Lab	$50/hour	$20	$100/ hour	$75	$20	**N/A**	$300**	
Board Room	$25/hr		$50/hr				**Exec Dir approval only**	
A/V Equipment								
Teleconference System								$30
Laptop								$20
Portable LCD projector								$25
Wireless microphone system								$25
Podium (Santori N126)								No charge

* A deposit is required with the applicable fee and completed application before the registration is confirmed.

** Deposit will be refunded if the CTL and all equipment are found to be in good condition after the event

FOOD & BEVERAGE

Light snacks and covered beverages are permitted in the meeting rooms and conference rooms. During regular library hours, boxed lunches, prepared sandwiches, and other similar refreshments that do not require on-site preparation may be served if prior permission from Library management is confirmed. Custodial fee applies.

Alcoholic beverages are neither allowed nor may they be served on premises during regular library hours. Consult the After Hours & Special Events Policy for rules regarding when alcohol may be served.

PROMOTIONAL MATERIALS, SIGNAGE, DECORATION

• Any printed or electronic publicity or marketing materials that include the Library's name and address must include the disclaimer, "This event is not sponsored by the Aurora Public Library."

• Library Administration reserves the right to review any signage, decorations, or literature to be displayed in the meeting room for compliance with meeting room policy.

• Signage and decorations may not be attached to walls, woodwork, ceiling, windows, or furniture using nails, tacks or staples. Tape or other adhesives must remove cleanly and not mar finishes.

• Signage and displays must be removed by the reserving organization directly after the meeting.

FACILITIES AVAILABLE

The number, sizes, and capacities of meeting, conference and study rooms, and hours of their availability vary by library location. Consult Library Insight, the online room reservation system (http://www.libraryinsight.com/roomuserequest.asp?jx=a1p for room descriptions, capacities, optional room configurations, and other information. Room capacities are determined by the Fire Marshal. Room capacity will vary according to the configuration requested.

A. Meeting Room— The Library's largest-capacity rooms, suitable for larger group meetings and events. Location of rooms and maximum capacities are listed. Capacities are based on theater-style seating.

- Room N126, Santori—capacity 55.
- Room N125, Santori— capacity 35.
  Note: N125 and N126 are adjacent and may be opened into one larger room—capacity 90.

• Large Meeting Room, Eola Road Branch— capacity 60.
• Small Meeting Room, Eola Road Branch— capacity 30.
• Multipurpose Room, West Branch—capacity 49.

B. Conference Room— Medium-size space for smaller groups and more intimate business meetings.

•   Room N244 and Room S316, Santori— capacity 8.
•   Conference Room, Eola Road Branch — capacity 20.
•   Conference Room – West Branch—capacity 8.

C. Study Room – Small spaces for quiet or group study. *See Study Room section for further information, on page 5.*

EQUIPMENT

Limited technology and equipment are provided by the Library. See Fees and Assessments section of this policy for fee schedule.

•   Flat screen TV in Meeting Rooms, Santori N125 & N126. Podium, microphone and sound system.

•   Flat screen TV, patch cords provided, Santori Conference Rooms, N244 & S324.

•   Teleconferencing equipment is available on request. Santori location only.

STUDY ROOMS

Study rooms are available for adults, teens and children at Santori, Eola Road Branch and West Branch locations. Rooms may be reserved via the Library's Online Room Reservation system with a valid Aurora Public Library card. Each individual or group may reserve a maximum of two hours per day.

Study rooms may be booked up to forty-eight hours in advance using the Library's Online Room Reservation System. Non-library card holders are welcome to use an unreserved study room, on a first-come, first served basis. Onsite registration only. A valid ID is required.

If a study room is not claimed within ten minutes of the reservation time, it will be freed for use by other users. Users are required to leave promptly at the end of their reserved time to allow the next reservation to begin on time.

Children age eight and under must be accompanied by a parent or a caregiver at least sixteen years of age in a study room. All library policies including those regarding general conduct, unattended children, and food in the library are enforced in the study rooms as well.

Study rooms with their capacities are listed below by location.

Santori Library

- Study rooms N131 and N132 in the Kiwanis Children's Center— capacity 4 each.
- Study rooms S208, S209, S214, S215— capacity 4 each.
- Study rooms S210, S213— capacity 5 each.
- Study room S212— capacity 6.
- Study rooms N225 and N226— capacity 4 each. These rooms in the Teen Space are reserved for teen use only, or library staff, if necessary. Exceptions may be made at the discretion of the Executive Director or her/his designee.

Eola Road Branch

- Study rooms (A-D) at east end of Computer Lab— capacity 4 each.
- Small study room in Children's Department— capacity 4.
- Large study room in Children's Department— capacity 10.

West Branch

- Study rooms (A-C) at east side of the building— capacity 4 each.

COMPLIANCE, APPEAL & REVIEW

The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure compliance with Library regulations. Library staff must have free access to meeting rooms, conference rooms, and study rooms at all times.

The Library reserves the right to suspend or revoke permission to use a room for violation of Library policies, rules or regulations. Falsifying information on the application form will result in automatic and immediate revocation of permission.

The Aurora Public Library Board of Directors reviews the meeting room policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding the availability and use of the library meeting spaces.

Appeals for changes to, or exceptions to, any portion of this policy will be considered. An individual or organization wishing to file an appeal shall submit it to the Executive Director in writing within ten (10) working days of the decision. The Executive Director will respond in writing.