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## **Meeting Room Policy**

Library-sponsored or co-sponsored meetings, programs, and events take first priority in use of the library's meeting room facilities, as does City of Wheaton use, and library or City needs may pre-empt any other use of the meeting rooms. However, the Wheaton Public Library (WPL) is aware that community-based groups have need from time to time for meeting room accommodations. Making available such accommodations to local groups is an additional service which the library may render under conditions set by the Library Board. Permission to use the meeting rooms do not constitute library sponsorship or endorsement of a group's policies or beliefs, or an endorsement of viewpoints expressed by participants. No advertisement or announcement implying such sponsorship or endorsement will be permitted. All publicity must contain a disclaimer stating the meeting or program is not sponsored by the Wheaton Public Library. Groups or organizations must open their meetings or events to the general public.

Space, staff limitations, and library schedules require regulatory measures which affect the use of the meeting rooms. These rules may be modified for official library or City functions when deemed appropriate. The Library Board and the Library Director reserve the right to deny permission to use the meeting rooms for cause. Library administrative staff is authorized to deny use of the meeting rooms at their sole discretion based on the anticipated availability of parking space at the requested time or other factors which may impair the public's access to library services.

If, on the advice of law enforcement officials, the Library Director or Library Board determines that a reasonable possibility of a threat to the safety of library staff, library users or members of the public might occur, based on prior experience of the group or speaker at this library or at other occasions where the group has held meetings which have been disruptive or had a potential for violence, the following shall be required: The individual or group reserving the meeting room shall be required to pay in advance by cashier's check the estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall obtain a special event liability policy for \$1,000,000.00 for injury or damage to property occurring at the meeting, program or event.

The library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The library may also cancel a group's reservation(s) if the meeting room policy is violated.

## **I. PERMISSIBLE GROUPS**

The following groups may use the meeting room for cultural, civic and informal educational purposes:

- Library-related Groups
- Wheaton Governmental Groups
- Not-for Profit Organizations/Corporations (as defined by 805 ILCS 105) comprised mainly of Wheaton Residents
- Non-business related local clubs or organizations comprised mainly of Wheaton residents
- Wheaton businesses holding non-commercial meetings

The person who reserves the meeting room must be registered as a WPL cardholder in good standing. This contact person is responsible for the room. A responsible member of the group must be present at the library before staff will open the meeting room to the group, and a responsible member of the group must be present throughout the scheduled meeting.

## **II. RESERVATIONS WILL NOT BE TAKEN FOR:**

- Purely social or private functions
- Meetings that cause excessive noise, or which use hazardous materials
- Programs not suitable for the library's physical facilities, or which will interfere with the library's normal operation
- Programs or gatherings which present a potential danger to the welfare of the participants, attendees, library staff or patrons, and/or the community. Programs or gatherings that present a potential danger of causing damage to the library building and contents/or grounds.

## **III. RESERVATIONS**

### **A. Single Meetings**

Groups desiring to reserve a meeting room for a single meeting must apply at least two weeks prior to the desired meeting date.

### **B. Multiple Meetings**

The Library attempts to fill requests for multiple meetings; however, no group may reserve a room for more than 12 meetings a year, booked 3 months in advance. Because of demand for meeting room use, the library may not be able to accommodate groups seeking to register for multiple meetings.

C. Room reservations will be granted no more than 3 months in advance, and will be considered on a first come-first served basis.

D. The library's application form must be filled out and filed, along with the fee, with the Circulation Services Department Head before the reservation will be confirmed. The person filling out the application form is responsible for the group's use of the meeting

room and, therefore, must be at least 18 years of age and be registered as a WPL cardholder in good standing.

- E. The Meeting Room Set-Up Form must be submitted with the application. If no plan is submitted, the library's room arrangement must be used. Last-minute requests for tables, chairs, audiovisual equipment, etc. will not be honored. Requested changes in meeting room setup may be submitted no later than 24 hours before the event. No group may do its own setup.
- F. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use the meeting room.

#### **IV. HOURS OF MEETING**

- **Monday through Friday:** Scheduling may begin at 9:30 a.m. Afternoon meetings must be over by 4:00 p.m. Evening meetings, Monday – Thursday, must conclude by 8:45 p.m.
- **Saturday:** Scheduling may begin at 9:30 a.m. Afternoon meetings must be over by 4:00 p.m.
- **Sunday:** The library does not reserve a meeting room to groups on Sundays.
- Any group that does not vacate the meeting room by the specified deadline may be denied future use of the meeting room

#### **V. FEES**

The fees cover janitorial services for each meeting. Fees must accompany the application and will be returned if the application is denied. There is a \$10.00 additional charge for kitchen use.

##### **Meeting Room A**

Size of group: minimum 15, maximum 100

Rental: \$40.00

##### **Meeting Room B**

Size of group: minimum 5, maximum 20

Rental: \$20.00

##### **Meeting Room C**

Size of group: minimum 5, maximum 30

Rental: \$20.00

##### **Meeting Room D (2<sup>nd</sup> floor)**

Size of group: minimum 1, maximum 20

Rental: \$20.00

##### **Board Room**

Size of group: minimum 5, maximum 12

Rental: \$20.00

#### **VI. EQUIPMENT**

Upon adequate notice, the library provides the following at no charge:

Tables and chairs

Washroom facilities

Podium

Projection screen

Chalk and pin-up boards

Wireless microphone

Kitchen (see kitchen rules)  
Easel  
Whiteboard

Wireless Internet

## **VII. RESTRICTIONS**

In the interest of protecting the library facilities, groups or organizations may NOT:

- Use the name or address of the library as the official address or headquarters of the organization;
- Use the telephone number of the library as the point of contact for information about the meeting.
- Attach anything to the walls or furnishings;
- Use of alcoholic beverages;
- Levy admission charges or take up a collection;
- Solicit or fundraise within the library. Exceptions are allowed for library-sponsored events. Sales of items will be permitted only if appropriate and with prior written permission.
- Post signs or posters pertaining to a non-library-sponsored program on library property.
- All meeting room areas are to be left in an orderly condition. Charges will be assessed for damage to library property.

## **Kitchen Use Policy**

1. Light refreshments only may be prepared and/or served from the meeting room kitchen. No cooking is allowed.
2. All preparations for refreshments must be made in the kitchen itself and not in the lobby areas or meeting room.
3. The library does not permit use of additional electrical equipment other than that provided by the library without prior approval.
4. The kitchen must be left in a clean and orderly condition. All electrical equipment must be left unplugged.
5. The kitchen contains the following equipment:

Pans	Sugar bowl and creamer
Sink	Paper towels
Refrigerator	Clean-up materials
Coffeepot	Pitcher (large)
Pot to make tea	Trays
Cookie sheet	Knife
Assorted spoons and utensils	Forks and spoons
Hot mitts	Microwave

6. Groups using the kitchen should provide their own:

Plates  
Cups  
Serving pieces