

## **Policy 3-18 Public Use of Meeting Rooms**

Wilmette Public Library provides public meeting rooms to support the Library's mission to the Wilmette and Kenilworth communities. Meeting rooms are made available for the operational needs of the Library first, then to provide accommodations for educational, informational, cultural, and civic functions within the District.

For purposes of this policy, meeting rooms shall refer to the Library's Auditorium and Small Meeting Room.

When feasible the Library makes the meeting room(s) available to rent by valid Wilmette Library cardholders in good standing.

### **3-18.1 Availability and Use**

Priority for any meeting room is assigned as follows:

1. Library-sponsored programs and activities, including functions of the Friends of the Wilmette Public Library and its committees;
2. Educational, informational, cultural, and civic programs sponsored or co-sponsored by the Library and related to its mission, collections, and services;
3. Meetings of municipalities, agencies, or departments of local government located within District boundaries;
4. Meetings of other organizations, such as the Chamber of Commerce, of which the Library is a member and active partner.
5. Meetings of organizations whose purposes are educational, cultural, or civic in nature and/or classified as a not-for-profit 501 (c)(3);
6. Businesses within District boundaries in need of space to conduct a meeting or seminar;

### **3-18.2 Limitations**

The Library's meeting rooms are not available for uses, events, or activities that are contrary to the Library's mission. Examples of prohibited uses and/or activities in Library meeting rooms include but are not limited to:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
2. Meetings featuring music, crafts, or other activities which, by their nature, may be disruptive to Library operations unless approved by the Library in advance of the rental;

3. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval of the Director.
4. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
5. Any use through which a salary or fee is earned or business is solicited.

### **3-18.3 Eligibility**

1. Applicant must be 18 years of age or older, reside in Wilmette or Kenilworth, and have a valid Wilmette Library card in good standing.
2. The applicant must remain in the room during the meeting.
3. Applications must be made in advance to the designated staff member.
4. Applications must be completed and returned with payment before meeting space will be confirmed.

### **3-18.4 Indemnification**

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

### **3-18.5 General Regulations**

Users of the meeting room agree to abide by all Library policies and the regulations established herein. Failure to abide by these regulations and/ or Library policies will result in cancellation or refusal of future reservations. These regulations apply to all Library spaces used for the purpose of bringing a group together.

1. Light refreshments may be served. Cooking and use of heating materials such as hotplates and sterno cants is prohibited. The Library provides water and percolators for coffee, but does not provide any consumables. A separate refreshments fee and deposit must be paid in order to serve food and beverage and have access to the kitchen
2. Smoking, vaping, and/or consumption of alcohol are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.
4. Children eight (8) years of age and under must be supervised by a responsible caregiver at all times.
5. The Library is not responsible for items left unattended or forgotten.
6. No group may transfer a room reservation to another group.
7. Admission may not be charged by any group. Fees may be charged only to cover supplies provided by the presenter.
8. Organizations may not require personal information from program attendees.

9. Room fees must be paid within one week of applying for the room.
10. The Library does not provide assistance in transporting supplies to the rooms or help with set-up beyond the initial set-up, which is done by Library personnel. Library staff are not available to help with meetings, take attendance or assist with registration. Groups may not store items at the library before, after, or between meetings.
11. Organizations may not rent space more than one (1) time per month.
12. All meetings must be open to the public.
13. Room setup arrangements and technology requests are required two weeks prior to the event. Requests for changes to a reservation are may be submitted at any time during open hours, but staff may not be able to accommodate requests placed less than 72 hours before the rental period. A separate fee is required for use of library technology.
14. Use of the library piano must be arranged at the time of the rental, and a separate fee and deposit must be paid. The piano may not be moved or opened unless by library staff.
15. Art hanging in the Auditorium may not be moved or taken down.
16. All meetings must end fifteen (15) minutes prior to the closing of the library. Failure to do this may result in the suspension of rental privileges.
17. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the use of the room at any time. All rentals must adhere to the Library's Code of Conduct.
18. The renting group is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act, and compliance shall be at the renting group's own cost and expense.
19. Wilmette Public Library reserves the right to cancel a meeting room rental if a conflict arises with a library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date or will refund the rental charges. The Library reserves the right to relocate within the building any scheduled meeting.
20. If a cancellation becomes necessary, the Library should be notified 72 hours in advance of the rental period. If the group has paid, the person who reserved the room may reschedule within 30 days. If the group has not yet paid, they may reschedule upon full payment. If the group does not wish to reschedule, a refund may be requested.
21. No political rallies or partisan political meetings urging action such as voting for or against any candidate, position, question, or referendum.
22. Commercial entities may host seminars, workshops, etc., but all such meetings must be free and open to the public. Attendees may not be asked for contact information as a condition of attending or participating.
23. By allowing use of its meeting rooms, the Library does not endorse the activities or viewpoints of meeting room users. Groups using the Library's meeting rooms must:

- a. Not state or imply that the group’s activities are sponsored by the Library.
- b. Not use the Library as a mailing address or list the Library’s name, address, phone number, or web address as its headquarters.
- c. Not publicize their meetings with posters, leaflets or other publicity in the Library building without prior approval by the Communications and Events department. The Library will not publicize any event held in a rented space, including promotion in the print newsletter, online calendar, or library bulletin board. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the meeting room.
- d. Include the following Disclaimer in all meeting publications and advertisements:

*“Use of Library meeting space does not constitute endorsement or approval of the organization, this program, or its content by Wilmette Public Library.”*

- 24. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. The Wilmette Public Library Board of Trustees, Director, or Communications and Events Manager will reserve the option to pre-empt or cancel any meeting or refuse meeting room rental.
- 25. The Library may waive rental fees at the discretion of the Director or Communications and Events Manager.

### **3-18.6 Available Rooms**

The Library rents the Auditorium and Small Meeting Room. The Small Meeting Room is available for rent during all business hours, and the Auditorium is available for rent all business hours except for Sundays.

Meeting rooms are available for rent on a rolling basis. Not-for-profit groups may rent a room beginning three months before the requested date. For-profit groups and businesses may rent a room beginning two months before the requested date.

### **3-18.7 Rental Fees and Occupancy Limits**

Fees are for a maximum of three (3) hours of use and includes the use of all equipment.

<u>Meeting Room</u>	<u>Capacity</u>
Auditorium	90
Small Meeting Room	15

Payment is required within one week of the approval of the rental agreement form. Rental dates requested online are not finalized until confirmed via phone or email by the Community Services department. Full payment, including refundable deposits, must be paid before the rental is finalized.

Rental fees are not charged to the following organizations: governmental agencies, park districts, schools, libraries, IMRF, or library-sponsored or sanctioned programs. Fees may be waived at the discretion of the Director or Communications and Events Manager.

(Approved June 15, 2021)

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Appendix 4B Meeting Room Use Fees:

<b>Meeting Room Use</b>	<b>Fee</b>
<u>Small Meeting Room</u>	
Room rental for up to 3 hours	\$10
Refreshment fee	\$10
Technology fee	\$25

The Small Meeting Room seats 12 at the conference table and can accommodate up to 20 including chairs around the room perimeter. The table may not be removed from the room.

<u>Auditorium</u>	
Room Rental for up to 3 hours	\$30
Piano Rental	\$45
Refreshments Fee	\$25
Technology Setup	\$25
Non-standard tables and chairs	\$25

<u>Deposits</u>	
Piano	\$50
Refreshments	\$50

The Auditorium has a maximum capacity of 90 persons. Chairs can be arranged in rows (seating up to 90), Classroom style, Boardroom style, and in a U-Shape.