



1242 Wilmette Avenue
Wilmette IL
847.256.5025
wilmettelibrary.info

Meeting Room Rental Policies & Regulations

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.

Policies

Library meeting rooms are available for rent by individuals and organizations in the Wilmette or Kenilworth communities. The coordinating member of the group must have a Wilmette library card, or be a Kenilworth resident with a Wilmette or Winnetka-Northfield library card.

Library meeting rooms are located on the lower level of the library. The Small Meeting Room is available for rent during all hours the library is open, 7 days a week. The Auditorium is available for rent during all hours the library is open, Monday-Saturday. The Auditorium is not available for rent on Sunday.

Non-profit groups may reserve a room 3 months before the requested date. For-profit groups may rent a room 2 months before the requested date.

Rental of a library meeting room does not imply endorsement from the library. Groups renting a meeting room may not use the library's name, logo, or image in promotion of their event.

Rental of a library meeting room in no way equals or implies endorsement of the program by the library.

The library will not promote any event held in a rented room, including promotion in the library newsletter, online calendar, or signage. Renting groups may post one sign the day of the event.

Library meeting rooms may not be used for any social or private events such as birthday parties, showers, etc. Library meetings rooms may not be used for partisan political meetings or rallies urging the support of any particular candidate, position, question, or referendum.

No products and/or services may be sold at events held at the library, and admission may not be charged by any group renting the facility. Fees may be charged only to cover supplies and materials provided by the presenter. Fundraising activities for outside groups are prohibited.

Library meeting rooms are not private. All meetings must be free and open to the public, and there is no expectation of privacy in events hosted on library property. All participants are subject to the library's operating policies, including the Library Facilities policy and General Rules of Conduct.

All rentals are allowed at the discretion of the Communications & Events manager and library director, and must abide by the Public Use of Meeting Rooms policy, available by request at the time of rental application and on the library's website at wilmettelibrary.info/reserve-room.

How to Apply for a Library Meeting Room

Please call the Communications & Events department at 847.256.6912 or email rentals@wilmettelibrary.info to reserve a date and time. Once a date has been reserved, please return this agreement and payment to the library, via USPS Mail or delivery in person, **within 7 days to guarantee your reservation**. Any date that has not been confirmed within 7 days will be released.

Wilmette Library Meeting Rooms

Small Meeting Room: 20 maximum capacity
Conference table
Wall-mounted Smart TV with remote and HDMI cable

Auditorium: 90 maximum capacity
Stage, ceiling-mounted projector, integrated AV system with hearing loop
Grand Piano
Kitchen access

Room Rental Fees

Small Meeting Room:

Room rental for up to 3 hours:	\$10
Refreshment fee:	\$10

The Small Meeting Room seats 12 at the conference table, and can accommodate up to 20 including chairs around the room perimeter. The table(s) must remain in the room.

Auditorium:

Room Rental for up to 3 hours:	\$30
Piano Rental:	\$45
Refreshments Fee:	\$25

Auditorium Setup options:

- Chairs in Rows (up to 90)
- Classroom
- Boardroom
- U-Shape

**For any other room setup, there will be an additional \$25 fee.
Please contact Marti Bellefontaine at 847-256-6912 to discuss this option.**

Available Technology

The following technology equipment is available in each room:

Small Meeting Room:

- Smart TV with remote control
- HDMI connection cable (laptop not provided)
- Power strip

Auditorium:

- Ceiling-Mounted Projector and Screen
- Library laptop with HDMI connection cable to projector
- Hand-held microphones
- Lavalier microphones
- Blu-Ray/DVD Player
- Power strip (located under stage)

- There is no additional fee for using the library's technology equipment.
- Instructions for using auditorium technology equipment are provided in the Auditorium.
- Technical assistance is available only for use of library-provided technology equipment. Staff are unable to assist with patron-owned devices.
- Internet is available by connecting devices to the library's public Wi-Fi: "Library Hotspot"

Additional Rental Regulations

- All rented rooms must be vacated by the end of the rental period.
- Light refreshments may be served if included in rental agreement. The Auditorium has access to a small kitchen, with a refrigerator, sink, and coffee urns. The library does not provide any food, refreshments, or serving items such as coffee, cups, plates, napkins, or serving dishes. These items must be provided by the individual or organization renting the room. The Small Meeting Room does not have access to the kitchen; food is permitted after paying the refreshments fee.
- Artwork hanging in either room may not be touched, moved, removed, or covered.
- Unless specifically reserved in the rental, the piano may not be touched, played, or moved.
- 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 General Rules of Conduct.
- 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, library director, or Communications and Events manager will reserve the option to pre-empt or cancel any meeting or refuse meeting room rental.
- To view the rental spaces and technology resources before the reservation date, please schedule a time in advance, as staff may not be available during rental time to answer questions or assist with technology.
- Reservations canceled at least 72 hours before reservation will be granted a full refund.
- Changes to a reservation made within 72 hours of reservation will be subject to an additional fee.



Meeting Room Rental Agreement Form

Group Name: _____ For-Profit: _____ Non-Profit: _____

Contact Name: _____ Library Card #: _____

Email Address: _____ Phone: _____

Date of Rental: _____ Time: From: _____ To: _____

Room Reserved: Auditorium: _____ Small Meeting Room: _____

Estimated Attendance: _____

Purpose of Event: _____

Requested Auditorium Technology

Projector & Screen _____ Laptop _____

Hand-held microphone (9 available) _____ Lavalier Microphone (4 available) _____

Please note that only a total of 9 microphones can be used simultaneously

Auditorium Room Setup

Chairs in Rows _____ Board Room _____ U-shape _____ Classroom _____



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Room Rental Fees

Please make checks out to Wilmette Public Library

Small Meeting Room:

Room rental for up to 3 hours \$10 _____

Refreshment fee \$10 _____

Total: _____

Auditorium:

Room Rental for up to 3 hours \$30 _____

Piano Rental \$45 _____

Refreshments Fee \$25 _____

Total: _____

Is there any other pertinent information about your rental? _____

Renter's Representations

1. I have read and understood the policies and terms of this Room Rental Agreement.
2. I am an officer or official representative of the group/organization renting the room and have authority to sign this Room Rental Agreement on behalf of the group/organization.
3. On behalf of the group/organization:
 - a) I agree to abide by all rules and regulations of this Room Rental Agreement;
 - b) I represent that use of the room shall be limited to the purpose stated in this Room Rental Agreement;
 - c) I agreed to indemnify the Library and hold the Library harmless from any and all costs, expenses and/or damages resulting from or relating to use of the room.

Signature: _____

Date: _____

Library Use Only: Fee Paid? _____ Check #? _____ Cash? _____ Date: _____ Initial: _____