



**MESSENGER**  
PUBLIC LIBRARY OF NORTH AURORA

Application for Meeting Room

Name of Organization \_\_\_\_\_

Organization Address \_\_\_\_\_

Website \_\_\_\_\_ email address \_\_\_\_\_

**Contact Person** \_\_\_\_\_

Contact Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**Date(s)** of Meeting \_\_\_\_\_

Reservation may be made as far as 4 months in advance

**Time Needed:** From \_\_\_\_\_ to \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

**Meeting Room Choices:**

- \_\_\_\_ Meeting Room (40 person limit)  
\_\_\_\_ Training Lab (15-20 person limit)

Please use this space to provide room set-up or any special requests.

**Meeting Room Setup – Equipment Needed:**

- \_\_\_\_ Podium                      \_\_\_\_ Microphone system  
\_\_\_\_ Projection Screen        \_\_\_\_ VCR/ DVD/ TV monitor w/cart  
\_\_\_\_ Tables, \_\_\_\_ quantity    \_\_\_\_ Stacking chairs, \_\_\_\_ quantity

- \_\_\_\_ Piano (meeting room only)  
\_\_\_\_ LCD projector (Meeting room only)  
\_\_\_\_ White board (Training Lab only)  
\_\_\_\_ Presentation easel w/white board

**Parking:**

The number of parking spaces is limited; we encourage you to ask your participants to park in the Lutheran Church Parking Lot.

I have read and agree to abide by the Meeting Room Policy Rules attached. I agree to use the room only for the purpose stated in this application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return application in person, by fax (630-896-4654), by email ([director@northaurora.lib.il.us](mailto:director@northaurora.lib.il.us)), or mail to Messenger Public Library, Business Manager, 113 Oak Street, North Aurora, IL 605425.

## **MEETING ROOM POLICY**

Meeting rooms of the Messenger Public Library of North Aurora are used to support library functions, meetings and programs. The spaces available for public use meetings are defined as the Large Meeting Room, the Conference Room, and the Training Lab.

When not in use by the Library, the meeting rooms are available for use by groups and organizations serving the residents of North Aurora. Use of the meeting rooms does not imply endorsement, support, or co-sponsorship by Messenger Public Library of the activities that take place in the meeting rooms or of the beliefs of the group using the meeting rooms. Groups, individuals or members of groups using the meeting rooms may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.

### **EXCLUSIONS**

1. Private social functions (wedding receptions, showers, birthday parties, family reunions, etc.)
2. Programs unsuitable for the Library's physical facilities.
3. Programs and gatherings that present a clear and present danger to the welfare of participants, attendees, library staff and patrons.
4. Meetings, programs or functions that materially and substantially interfere with the function, purpose and mission of the Library.
5. For-profit and fundraising groups or partisan political and religious groups whose purpose is to sell to or solicit from attendees.

### **REGULATIONS**

1. No alcoholic beverages are allowed on library premises.
2. The Library is a smoke-free facility. Smoking is not allowed on the premises.
3. Minors must be under supervision of adults. One (1) adult (21 years or older) must supervise every ten (10) minors (age 14 and under).
4. Groups or organizations may not use a meeting room more than once a month. Limited series of weekly or daily meetings may be scheduled at the discretion of the Library Administrator.
5. Groups and organizations may not use the name, address or telephone number of the Library except for notifying members and attendees of the location for a meeting.
6. Decorations must be limited to those items that can stand on a floor or table. Nothing may be attached to walls or ceiling of the meeting room or the Lobby without advance permission of the Library Administrator.
7. The Library does not provide storage or assistance in carrying materials and supplies to the meeting rooms.
8. A Library staff member may be present at any time during the meeting or function.

### **ROOM CAPACITY**

Large Meeting Room: 40  
Training Lab: 15-20

When no other space is available and only with approval by the Library Administrator, meetings may be held in one of the screen porches or in the Quiet Reading Room. The Conference Room may be use only with approval of the Library Administrator; this room is for those organizations that help the library in financial ways. It may be used by the Village of North Aurora, The Fire and Police Departments of North Aurora, The Friends of the Library, The Mothers Group of North Aurora, School Dist 129, the Library Board, and by the staff of the Library.

## **RESERVATIONS**

1. A completed signed application form must be filed with the Library Administrative Assistant before the reservation will be confirmed. Reservation may be made as far as 4 months in advance with a minimum of seven (7) days prior to the program.
2. Priority is given to Library and Library related meetings and functions. Reservations for non-library related meetings will be accepted in the order in which they are received, subject to the exclusions stated above.
3. The Administrative Assistant must be notified immediately when a confirmed meeting or function is cancelled.
4. The Library reserves the right to revoke permission for use of the meeting rooms.
5. Groups or organizations failing to comply with any part of this policy or the established procedures of the Library, or who provide false information on the application form, will be denied use of the meeting rooms.

## **EQUIPMENT**

Meeting room set-up requirements shall be indicated at the time of application, or not less than 48 hours prior to use. Set-up will be performed by the library staff. Upon request, the Library will provide any of the following equipment.

- Tables and chairs
- Microphone
- LCD multimedia projector
- Projection Screen
- Piano
- Monitor with VCR/DVD player
- Lectern
- Easel and whiteboard

The Library does not provide consumable supplies – paper, writing instruments, etc.

## **Monetary Costs**

1. Any damages to clean up and restore the room to its previous condition will be billed to the organization.
2. Commercial and for-profit groups will be charged \$25 per hour for room use. Reservations shall not be made for less than one (1) hour.
3. In the event a meeting extends beyond the regular library hours, the group or organization including not-for-profit groups will be charged \$50 an hour, with a minimum charge of one (1) hour. Prior consent of the Library Administrator is needed for an organization to meet outside the regular operating hours of the Library.

## **KITCHEN**

A small kitchen is available to support meetings in the Large Meeting Room. In the kitchen there is a microwave, coffee maker, and also a refrigerator/freezer. The Library does not provide consumable supplies (cups, napkins, plates, plastic ware, serving ware, etc.). Following each meeting, the group must take away or dispose of all food, beverages and supplies.

## **REVIEW OF POLICY**

The Library Board of Trustees will review the meeting room policy and regulations periodically, and reserves the right to amend them at any time. The Trustees authorize the Library Administrator to waive regulations under appropriate circumstances.

## **APPEAL**

A group or individual denied permission to use the meeting room may file an appeal to the Library Administrator in writing. The Library Administrator will respond in writing. If the individual or organization believes that the response is unsatisfactory, he/she may submit a written appeal to the Library Board of Trustees at least one week prior to the next regular Board Meeting. The Trustees will review the appeal and notify the organization or individual of its decision in writing. The decision of the Library Board of Trustees is final.

*Revised and Approved by the Library Board on March 11, 2010.*