

Policy 500

Meeting and Study Room Use Policy

Statement of Purpose

Sugar Grove Public Library District (SGPLD) rooms are available to all individuals, community groups and organizations whose objectives are cultural, educational, or civic in nature. These spaces are available for public use during regular library hours when not needed for library programs, meetings, and events.

The library excludes the use of all facilities for political rallies, religious services, private social events, or any activities that materially and substantially interfere with the function, purpose, and mission of the library.

As a limited public forum, the Library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religion, sex, sexual orientation, political affiliations or physical limitations of its users.

Use of the meeting room does not constitute Library endorsement of the viewpoints expressed by the participants in the programs. First priority for use of the meeting rooms is given to Library-sponsored meetings or programs.

The following guidelines apply:

- All meetings must be open to the general public except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act.
- Activities held in the library are subject to the requirements of the Americans with Disabilities Act (ADA). Groups and organizations must comply with applicable ADA requirements when using library meeting rooms.
- Room use is limited to the operational hours of the Library. Any exceptions to the policy will be handled on a case by case basis by the Library Director, and subject to very limited staff availability.
- 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.
- Meetings shall not interfere with the public's use of the Library in any way. Examples of such interference include, but are not limited to, excessive size, noise, activity outside the meeting room, or any other disturbance.
- Any use of the room with minor children shall require adequate supervision and adult moderation of the activities. A minimum of 1 adult for every 8 children is requested. The adults shall monitor behavior, be responsible for cleaning and organization of the room, and encourage respectful treatment of the Library facility and staff.
- The individual/group/organization shall indemnify the Library and hold the Library harmless from all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees, arising out of or relating in any way to use of the rooms by the individual/group/organization.
- Meeting room users will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct.
- Library staff will provide minimal assistance with the Library's equipment, and training must be arranged prior to the room reservations. Patrons must be conversant with their own equipment, especially laptop computers. Library staff cannot assist groups with transporting materials into or out of the meeting rooms or building.
- The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

Eligibility:

- SGPLD cardholders over the age of 18.
- Nonresidents who own property within library district boundaries.
- Senior administrative officers of a firm, business, or other corporation owning taxable property in the library district.
- Representatives of organizations outside district boundaries serving district residents.
- Meetings can be reserved no further than 60 days in advance.
- All meetings must be reserved by the responsible contact that will remain on site for the meeting and provide a valid Driver's License or State ID at the time of check-in.
- The Library Director may deny the use of a meeting room at their sole discretion.

Guidelines for Usage of Study Rooms

- There is no fee for individuals and nonprofit groups. SGPLD cardholders will receive first priority over non-residents. A fee applies to business/for-profit groups.
- Study Rooms have one table and 4 chairs. An additional 2 chairs could fit in the room around the table.
- Rooms can be reserved in 2 hour increments or a total of 12 hours in a seven day period.
- Walk-ins are allowed but will be bumped by online reservations.
- Study Rooms can be requested no earlier than 7 days in advance.
- Patrons must clean up after themselves and leave the room in good condition for the next users.
- Study Rooms must be vacated 5 minutes before library closing time.

Guidelines for Usage of Meeting & Program Rooms

- Use of meeting rooms is FREE to resident groups with library cards in good standing, and all nonprofit organizations, provided the eligibility criteria is met. Free usage is available to: homeowner's associations, government, education, nonprofit, and civic groups. Additional fees apply for reservations over 3 hours or those that go beyond normal library operating hours.
- Meeting rooms may not be used for private social gatherings or parties.
- Meetings may not disturb the normal operations of the library or pose a safety hazard.
- Alcoholic beverages may be permitted only at Library fundraising events or programs of a cultural or educational nature and not for community/individual room bookings. Please refer to Library Policy 600 – Alcoholic Beverages Policy.
- Rooms are available during hours of operation. Groups must vacate rooms 15 minutes prior to the library closing and it must be returned to its original condition. Reservations outside of the Library's normal operations will be charged an hourly fee, and subject to availability of staff at the Library Director's discretion.
- Individuals who wish to be featured at a library program should contact library staff.
- The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
- Announcements or publicity must include an address or telephone number other than the library as contact for information. Organizations may not use the name, address or telephone number of the Library except for notification of location for a specific meeting.
- The sale, advertising, solicitation or promotion of products or services is not allowed, except for programs in partnership with community organizations that align with the Library's mission.
- Admission fees, fundraising and collecting donations are not permitted before, during or after meetings. Off-site admission fees or pre-payments to attend a meeting are not allowed.

Procedures for Room Usage

Submitting a Reservation Request:

- Rooms should be requested through the online meeting reservation software available on the Library website. This software allows for users to search for, reserve, and pay for rooms with a credit card if applicable.
- Payment must be made at least 3 days in advance. Payments are accepted by check, cash, or credit card.
- Groups may not reserve rooms further than 60 days in advance.

Day of Meeting Room Procedures:

- One individual responsible for the room booking must leave their photo ID during the reservation. A room procedure checklist must be signed prior to usage. Rooms must be left in good condition or a cleaning fee will apply.
- Setup is not provided for free room usage. Groups are responsible for setting up and breaking down the room. Setting up in advance may be coordinated with the library if needed. If the room is a paid usage by a business, the Library will set up the room.
- If technology is used, it is the responsibility of the person reserving the room to contact the library regarding advance training and/or device compatibility.
- Light refreshments may be served, with the exclusion of alcohol, for no additional fee. Use of the catering kitchen is free.

FEE SCHEDULE

Room Name	Occupancy	Cardholder/ Nonprofit Rate	Business Rate	Hourly Fee Beyond Maximum Reservation Time: For Nonprofit & Business	Hourly Fee Outside of Operating Hours: For Nonprofit & Business
<i>Study Room East</i>	4-6	\$0 /2hrs max	\$25 / 2hrs max	\$15	N/A
<i>Study Room West</i>	4-6	\$0 /2hrs max	\$25 / 2hrs max	\$15	N/A
<i>Quiet Reading Room</i>	10-15	\$0 /3hrs max	\$25/ 3hrs max	\$15	N/A
<i>Back Porch</i>	10-12	\$0/ 3hrs max	\$25/ 3hrs max	\$15	N/A
<i>Now Space</i>	20-40	\$0/ 3hrs max	\$25/ 3hrs max	\$15	\$50
<i>Studio 1 (Video)</i>	4	\$0/ 3hrs max	\$0/ 3hrs max	\$15	N/A
<i>Studio 2 (Audio)</i>	2	\$0/ 3hrs max	\$0/ 3hrs max	\$15	N/A
<i>Board Room</i>	10-15	\$0/ 3hrs max	\$25/ 3hrs max	\$15	\$50
<i>Meeting Room A</i>	75	\$0/ 3hrs max	\$50/ 3hrs max	\$25	\$50
<i>Meeting Room B</i>	50	\$0/ 3hrs max	\$50/ 3hrs max	\$25	\$50
<i>Meeting Room C</i>	200	\$0/ 3hrs max	\$75/ 3hrs max	\$25	\$100

To view images of the rooms and access the room reservation software, please visit:

<https://www.sgpl.org/request-a-room> or <https://sugargrove.evanced.info/spaces>

Approved by BOT 6/22/22 GM