



MESSENGER  
PUBLIC LIBRARY OF NORTH AURORA

## Application for Meeting Room

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

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

Website \_\_\_\_\_ E-mail address \_\_\_\_\_

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

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

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

**\*\* Reservations may not be made more than 3 months in advance**

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

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

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

### **Meeting Room Choices:**

- \_\_\_\_\_ Main Meeting Room (40 person capacity, flexible seating)
- \_\_\_\_\_ Tinker Youth Programming Room (20 person capacity, flexible seating, youth programs only)
- \_\_\_\_\_ Conference Room (10 person capacity, furniture cannot be moved)
- \_\_\_\_\_ Meeting Room 1: Small Meeting Room (12 person capacity, flexible seating)
- \_\_\_\_\_ Meeting Room 2: Collaborative Technology Table (4 person capacity)
- \_\_\_\_\_ Meeting Room 6: Small Meeting Room (8 person capacity)

**Please use back of this reservation form to diagram the set-up for the Meeting Room or to list any special requests.**

### **Meeting Room Setup – Equipment Needed:**

- \_\_\_\_\_ DVD/CD/BluRay Player \_\_\_\_\_ Laptop
- \_\_\_\_\_ Tables, \_\_\_\_\_ quantity \_\_\_\_\_ Chairs, \_\_\_\_\_ quantity
- \_\_\_\_\_ LCD projector (Main Meeting, Conference, Tinker Rooms, Rooms #1 and #6)
- \_\_\_\_\_ Projection Screen (Main Meeting, Conference, Tinker Rooms, Rooms #1 and #6)
- \_\_\_\_\_ White board/Flip cart
- \_\_\_\_\_ Piano (Main Meeting Room)
- \_\_\_\_\_ Podium/Lectern (Main Meeting, Conference, Tinker Rooms, Rooms #1 and #6)
- \_\_\_\_\_ Microphone system (Main Meeting Room only)

**Parking:**

The number of parking spaces for program attendees is limited; we encourage you to ask your participants to park in the Crossroads Community Church Parking Lot located to the west of the library.

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 \_\_\_\_\_

Online meeting room reservations are encouraged [www.messengerpl.org](http://www.messengerpl.org). Please return paper application in-person, fax (630-896-4654), email **[asd@messengerpl.org](mailto:asd@messengerpl.org)**, or mail to Messenger Public Library Adult Services Department, 113 Oak Street, North Aurora, IL 60542.

## MEETING ROOM RESERVATION AND USE POLICY

All of the meeting rooms (10) of the Messenger Public Library of North Aurora are used to support library functions, meetings and programs. When not in use by the Library, the meeting rooms are available for use by individuals, groups and organizations serving the residents of North Aurora.

The spaces available for public use meetings are defined as the Main Meeting Room, the Conference Room, the Barbara Messenger Tinker Youth Program Room, and Meeting Rooms 1, 2, and 6. The Tinker Youth Program Room is available exclusively for library programs, youth and teen groups. The Conference Room and Meeting Rooms #1, #2 and #6 are available for library programs, teen and adult groups.

Meeting Rooms #3 through #5 and #7 are considered small group meeting spaces and are available for individual and group use on a first come first served basis. See the section of this policy for special procedures on their use.

Preference and priority for room reservations made by non-profit groups will be granted to a group that has a contact who is a North Aurora resident with a current Messenger Public Library card. Room reservation requests by for-profit businesses or groups must contact the Adult Services Department of the Library.

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.

### Reservations

1. Due to the volume of reservations that the Library receives on a daily basis it is preferred that reservations be submitted online via the library website (messengerpl.org) online room reservations software. Library staff will confirm all approved requests by email within 48 hours following the request being received. **Questions regarding room reservations may be submitted to [asd@messengerpl.org](mailto:asd@messengerpl.org).** E-mail questions will be responded to within a 48 hour period.
2. When making reservations, groups must provide the Library with the expected total attendance and chairs/table setup.
3. Reservations may only be requested up to three (3) months in advance.
4. Groups may not make more than one reservation for any given month.
5. Library and library related meetings, functions and programs have priority.
6. Reservations for non-library related meetings will be accepted in the order in which they are received.
7. The Adult Services Department staff must be notified immediately when a confirmed meeting or function is cancelled.

8. The Library reserves the right to revoke permission for use of the meeting rooms.
9. 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 or online reservations, will be denied use of the meeting rooms.

## **Room Capacity and Configuration**

Main Meeting Room (40 person capacity, flexible seating)  
Tinker Youth Programming Room (20 person capacity, flexible seating, youth only)  
Conference Room (8-10 person capacity, furniture cannot be moved)  
Meeting Room 1: Small Meeting Room (12 person capacity, flexible seating)  
Meeting Room 2: Collaborative Technology Table (4 person capacity)  
Meeting Room 3: Small Group Study Room (4 person capacity)  
Meeting Room 4: Small Group Study Room (4 person capacity)  
Meeting Room 5: Small Group Study Room (4 person capacity)  
Meeting Room 6: Small Meeting Room (8 person capacity)  
Meeting Room 7: Small Group Study Room (4 person capacity)

### **Small “Study” Meeting Rooms:**

Messenger Public Library encourages library users to be informed citizens and to use the facility's small meeting rooms (Meeting Rooms 3-5 and 7) for the purpose of education and learning.

Users must sign in for a small meeting room at the User Services Desk before entering the room. Users must leave either a Messenger Public Library card or photo ID at the User Services Desk when they sign in. Credit and debit cards are not accepted.

Small meeting rooms are available on a first come, first served basis. Sign-ins are good for two hour sessions.

If no one is waiting, users may remain in the meeting room. When someone is waiting, users who have been in a room for two hours will be asked to leave the room promptly. A user may sign in for an additional time slot later in the same day.

Users must sign out at the User Services Desk, and pick up their ID. Users of meeting rooms must leave and sign out at least 15 minutes before closing.

The small meeting rooms are available for use by one (1) to four (4) users to meet without disturbing those around them.

Groups exceeding four (4) users are required to use larger meeting rooms, if available (Conference Room, Main Meeting Room, and Meeting Rooms 1 and 6). Users should see the Meeting Room Reservation Policy and application to reserve a larger meeting room in advance.

Users under the age of 12 are required to have adult supervision while using the small meeting rooms.

Users may not sign in for a small meeting room, and then leave the Library. Unoccupied rooms will be locked and unattended belongings left in the room will be removed. The room will be available for other users.

Meeting Room 2 is equipped with a MediaScape, and priority will be given to those who need to use the specialized equipment. The MediaScape room may not be used for projects that may harm the technology. Users in Meeting Room 2 who are not using the technology may be asked to move to another available space.

## **Kitchen in Main Meeting Room**

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

## **Equipment**

Groups must specify room set-up requests at the time of application. Meeting rooms will be set up according to the needs of each group, depending on the availability of staff and equipment. Upon request, the Library will provide any of the following equipment:

- Tables and chairs
- Microphone
- LCD multimedia projector
- Laser Pointer
- Projection Screen
- Wireless keyboard
- Piano
- CD/Blu-Ray/DVD player for use with the LCD Projector
- Lectern/Podium
- Easel and Flip Chart

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

## **Exclusions**

1. Private social functions (e.g. 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's Rules of Conduct Policy are posted in each meeting room. Users are expected to honor these behavior standards. If behavior is inconsistent with the purpose of the room's use, Library staff has discretionary authority to remove users.
3. The Library is a smoke-free facility. Smoking is not allowed on the premises.
4. Minors must be under supervision of adults. One (1) adult (21 years or older) must supervise every ten (10) minors (under 12 years).
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. The Tinker Youth Program Room is available from one hour after the library opens until one hour prior to closing.
9. All other meeting rooms are available from the time the library opens until 15 minutes prior to closing.

## **Fees and Monetary Costs**

1. Any damages to clean up and restore the room to its previous condition will be billed to the contact individual or organization.
2. Commercial and for-profit groups will be charged \$25 per hour for room use. Reservations will not be accepted for less than one (1) hour.
3. The Library will charge groups or organizations \$50 an hour when a reservation requires use of the meeting rooms outside of regular Library hours of operation, 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.
4. The Library will charge groups requesting use of the Main Meeting Room piano to prepay a non-refundable fee of \$25 to help defray the costs of tuning.

## **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.