



**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 \_\_\_\_\_

**\*\* Reservation may be made as far as 3 months in advance**

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

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

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

**Meeting Room Choices:**

\_\_\_\_\_ Meeting Room (40 person limit)

\_\_\_\_\_ Tinker Youth Programming Room (20 person limit Flexible Seating Children Only)

\_\_\_\_\_ Conference Room (8-10 Person Limit. Furniture cannot be moved)

**Please use the space below to diagram the set-up for the Meeting Room or to list any special requests:**

**Meeting Room Setup – Equipment Needed:**

\_\_\_\_\_ Podium/Lectern                      \_\_\_\_\_ Microphone system  
\_\_\_\_\_ Projection Screen                    \_\_\_\_\_ VCR/ DVD/Cd/BluRay Player  
\_\_\_\_\_ Tables, \_\_\_\_\_ quantity        \_\_\_\_\_ 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 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 \_\_\_\_\_

Please return application in person, by fax (630-896-4654) or via e-mail (c/o the Adult Services Department, [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 POLICY** *(Library Board Approved Dec 2014; Revised May 2015 FINAL)*

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 Meeting Room, the Conference Room, the Barbara Messenger Tinker Youth Program Room. The Tinker Youth Room is reserved for library programs and youth groups.

When not in use by the Library, the meeting rooms are available for use by groups and organizations serving the residents of North Aurora. Room reservations made by non-profit groups will have 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 Administrative Assistant.

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. A completed reservation request must be submitted to the Library Administrative Assistant for approval. Library staff will confirm all approved requests.
2. Reservations may be requested up to three (3) months in advance.
3. Library and library related meetings and functions have priority. Reservations for non-library related meetings will be accepted in the order in which they are received and accepted.
4. The Administrative Assistant must be notified immediately when a confirmed meeting or function is cancelled.
5. The Library reserves the right to revoke permission for use of the meeting rooms.
6. 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.

### **Room Capacity and Configuration**

Large Meeting Room: 40 (Flexible Seating)

Conference Room: 8-10

Tinker Youth Room: 20 (Flexible Seating)

### **Kitchen**

A small kitchen is available to support meetings in the 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
- Projection Screen
- Piano
- CD/VCR/DVD player for use with the LCD Projector
- Lectern
- Easel and whiteboard

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

## **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 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.
5. 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.
6. The Library does not provide storage or assistance in carrying materials and supplies to the meeting rooms.

## **Fees and 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 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 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.