



Main Meeting Room

Maximum Capacity: 40
Use: One time per calendar month, per group.



Meeting Rooms & Study Spaces

The Meeting and Study Rooms of Messenger Public Library (MPL) are available to use in support of the library's mission to inform, connect, and enrich the community of North Aurora.

Small Meeting Rooms

Use: One time per calendar week, per group.



Meeting Room 1

Max Capacity: 15

Conference Room

Max Capacity: 10



Meeting Room 6

Max Capacity: 10



Tinker Room**

Max Capacity: 16

**For meetings with children. Children under 8 must be directly supervised by an adult.

Contact Us



113 Oak Street
North Aurora, IL 60542



PHONE: (630) 896-0240, press 3



EMAIL: asd@messengerpl.org



WEBSITE: messengerpl.org

Scan code to access reservation site & more information



**MESSENGER
PUBLIC LIBRARY**
OF NORTH AURORA

Booking Meeting Rooms

- To support fair use, reservations for rooms may be made no more than 90 days (about 3 months) in advance and should be made through the MPL website.
- Reservations must be made by an individual over the age of 18. This person must remain on-site for the duration of the event.
- There is no charge for non-profit and civic groups to reserve rooms. **For-profit and other groups will be charged \$25 per hour for room use.** Contact the Adult Services Department to confirm group status. Fees must be paid prior to use by **cash or check**, or the reservation will be canceled. We do not take credit card payment.
- Requests without a room reservation are subject to first-come, first-served use with no guarantee of availability.
- Rooms should be vacated and a staff member notified at least 15 minutes before library closes.

If you have not used a library meeting room before, we strongly recommend speaking with an Adult Services staff member sometime before your meeting to make sure your laptop or other device is compatible with our projector.

Contact us with any questions or to schedule a time to check technology compatibility.

General Rules of Use

- All outside groups and attendees must adhere to the patron behavior policies and all local, state, and federal laws.
- 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.
- The use of a room does not imply endorsement or sponsorship.
- Due to limited custodial staffing, groups are responsible for room set up, clean up, and all equipment.
- Usage is limited to the operational hours of the library.
- Groups using the meeting room may not charge for admittance or participation, or request donations for attendance.
- Groups must comply with the Americans with Disabilities Act and are responsible for providing accommodations for attendees.
- Library staff must always have access to meeting rooms. The library retains the right to monitor all meetings conducted on the premises to ensure policy compliance.
- Groups or organizations failing to comply with any part of this policy or the established procedures, or who provide false information on the application form, by phone, or by online reservations, will be denied use of the meeting rooms.
- This policy is not all-inclusive. Approval of individual meeting situations not described here will be determined by library administration.

Study Rooms

MPL makes study rooms available on a first-come, first-served basis for a two hour session per day. The library has four study rooms available. When the study rooms are open, at least one user per room must provide either a valid Messenger Library Card or a valid government issued photo ID.

- Visitors must sign in for a study room at the User Services Desk.
- Sessions are for two hours. If no one is waiting, visitors may request a time extension. When someone is waiting, visitors who have been in a room for two hours will be asked to leave the room promptly.
- Beverages must be in closed containers to prevent damage to library furnishings and resources. Food must be consumed inside the lobby area.
- Rooms should be vacated and a staff member notified for verification at least 15 minutes before library closes.
- Visitors may not sign in for a study 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 made available for other users.