

Naperville Public Library has study and conference rooms available for public use. The Library's study and conference rooms are designed to meet the needs of small groups or individuals for limited periods of time. Public access to meeting rooms is covered under the Public Use of Meeting Rooms Policy.

### Study Rooms

Study rooms are available for free on a first come, first served basis to groups and individuals. Sign-in for room use is required. There is a one-hour per use time limit on the study rooms when others are waiting for a room. Library staff may extend time when no one is waiting for a room.

### Conference Rooms

Conference rooms can be reserved for a \$10 per hour fee through the Library's website (<http://www.naperville-lib.org/about/meeting-rooms>) in advance or at the reference service desk. Reservations that are not paid for within a week of confirmation will be cancelled. If there are no reservations, the conference rooms can be used for the \$10 per hour fee. The \$10 fee is for any time period up to and including one hour. There is a four-hour per-day time limit for use of the conference rooms. No more than two events per week may be scheduled.

### Use of Study and Conference Rooms

The Library reserves the right to limit the use of study or conference rooms to Naperville Public Library cardholders as necessary. Library staff may reserve study or conference rooms to provide Library activities or services. Each study or conference room has a capacity limit which is posted for the room.

Misuse of any study or conference room may result in the loss of room privileges. All Library policies must be observed while using the study and conference rooms. The person signing for or reserving the room is responsible for the condition of the room upon vacating. All rooms are to be left in the same condition in which they were found.

### Revision History

Approved 4/21/04; Approved 5/17/06; Approved 5/21/08; Approved 5/19/10; Approved 5/16/12;  
Approved 8/20/14; Approved 6/20/18; Approved 7/15/20; Approved 11/16/22

Naperville Public Library's meeting rooms are designed primarily to meet the operational needs of the library and offer accommodations for educational, informational, cultural, and civic functions of the Naperville community. When not used for Library purposes, meeting rooms are available for public use. Public access for study and conference rooms are covered in the Public Use of Study and Conference Rooms Policy.

Meeting rooms are available on an equitable basis. Priority use of meeting rooms is as follows:

1. Meetings and programs sponsored or co-sponsored by the Library
2. Meetings of the City of Naperville and other agencies of local government
3. Meetings of not-for-profit organizations
4. Meetings of for-profit organizations

Meeting rooms may not be reserved by renters for:

- Social gatherings or private parties
- Fundraising events
- Political rallies
- Programs or gatherings which present a clear and present danger to the welfare of others
- Programs which would disturb library users or interfere with the functions of the Library
- Activities that interfere with the function, purpose, and mission of the Library

### Who Can Rent a Meeting Room

Reservations may be made by anyone 18 years and older with a current and valid Naperville Public Library card. Non-residents who have their home library cards registered with Naperville Public Library may reserve meeting rooms for an additional fee. Organizations may not use the library for ongoing operational activities. No more than two events per week may be scheduled.

Activities taking place in the meeting rooms must not be closed to or discriminate against anyone due to age, sex, race, religion, national origin, sexual orientation, gender identity or expression, disability, or any other legally protected category.

### Rules and Responsibilities

**Responsibility of Applicant:** The applicant is the only person authorized to make changes in room arrangements. The applicant must be present at the event and agree to abide by this policy and all Library policies. No person or group may assign its reservation to another person or group. All groups of persons under 18 years of age must be under direct and constant supervision by adults.

**Setup and Cleanup:** Meeting preparation and take down must be made within the reserved time slot. Remaining in meeting rooms beyond the reserved time may result in additional charges. The meeting rooms are to be left as they were found. All groups must provide their own support for preparation and reasonable cleanup.

**Endorsement:** Use of the meeting rooms by outside agencies does not constitute the Library's endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted. All advertisements, mailings, and postings must include the disclaimer, "This event is not endorsed by or affiliated with the Naperville Public Library." Organizations may not use the name, address, or telephone number of the Library, except for notifying attendees of the location of the meeting. The Naperville Public Library logo may not be used on any advertisement or posting.

**Food:** Food is allowed in the meeting rooms as long as it is cleaned up after use. Cooking or warming of food and open flames are not allowed. Alcohol is not permitted on Library premises.

**Signage:** Signage is not permitted on the walls, outside the room, or anywhere at the Library.

**Cancellations:** The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances, such as a building or weather-related emergency. The Library also reserves the right to stop meetings that are disruptive to normal Library operations or other programming events.

**Liability:** Any costs for special cleanup, damage, replacement of stolen items, or equipment repairs incurred by the Library as a result of renter's use may be charged to the applicant. Anyone who causes damage, causes a major disturbance, or fails to follow this policy or other policies may have future meeting room reservations denied.

All organizations or groups shall indemnify, defend and hold harmless the Naperville Public Library and the City of Naperville, its officers, agents and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the renter which results in personal injuries or property damage arising from the renter's use of the Library meeting room. The library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of meeting room.

Approval of events not included here will be determined by the Library's Executive Director, or designee, who is authorized to establish reasonable regulations governing use of the meetings rooms and related fees.

## How to Create or Cancel a Room Reservation

Requests to rent meeting rooms must be made using the online room reservation system.

Reservations may be made up to three months in advance from the current date. No requests may be made with less than ten days' notice.

**Making Payment:** Payment may be made online through the reservation system. Or checks may be submitted to the Finance Department at the Naper Blvd. Library. Reservations are considered tentative until the application and payment are received, and the reservation is confirmed by email.

**Reservations that are not paid for within a week of confirmation will be cancelled.**

**Canceling a Reservation:** Cancellations will be accepted from the original applicant only. Refunds for cancellations will be made only if the notice of cancellation is received more than 2 days prior to the event.

## Fees and Equipment

Meeting rooms are reserved in 3.5-hour blocks. The following time slots are available:

- Morning 9:00am – 12:30pm
- Afternoon 1:00pm – 4:30pm
- Evening 5:00pm – 8:30pm

The full fee applies to all or any part of a timeslot.

Meeting Room	Room Charge for 3.5-Hour Time Slot*
Nichols Community Room	\$200
Naper Blvd. Program Room	\$100
95 <sup>th</sup> Street, Room A & B	\$200
95 <sup>th</sup> Street, Room A	\$100
95 <sup>th</sup> Street, Room B	\$100
95 <sup>th</sup> Street, Room C	\$100
Registered Reciprocal Borrowers	Add \$25
Piano (95 <sup>th</sup> Street Library Only)	Add \$30

\*Registered nonprofits with an EIN and proof of tax-exempt status receive a 50% discount.

Nichols Library is not available on Sundays and all spaces are not available on Sunday evenings.

The room fee includes chairs, tables, the use of the Library's laptop and projector, and microphones. Equipment should be requested at the time of reservation. Users who need projection will be required to use a computer supplied by the Naperville Public Library. Due to limited technical support it is not

possible to utilize your own devices, including laptops, to connect to the projector. User can utilize a flash drive or cloud based storage.

Only library chairs and tables are permitted for use in the meeting rooms. Chairs or tables are not allowed outside the meeting rooms. Equipment, supplies, or personal effects cannot be stored in the Library before or after use.

Room capacities vary according to the set-ups. The library will limit the capacity of each room based on current code requirements. Tables, chairs, and other equipment are subject to availability.

## **Revision History**

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