



Meeting Rooms Policy

The Geneva Public Library has a variety of meeting rooms available to non-Library organizations and individuals in need of a common space. The Community Room, Reading Room, and two study rooms are available when the Library is open. The ground floor Story Room is available, during open hours, as an alternative if no other spaces are open. The Community Room and Reading Room are also available when the Library is closed, pending staff availability.

The primary use of the Library's meeting rooms is for Library programs and Library-sponsored activities. Non-Library organizations may reserve and use the meeting rooms on a first-come, first-serve basis. Use of the Community Room and Reading Room is not free and the cost per use is based on the [Fee Schedule](#). At the discretion of Library Staff responsible for programming or the Library Director, the Library may waive meeting room fees.

The policy for the public's use of the Community Room and Reading Room is determined by the Board of Trustees and administered by the Library Director. The Board reserves the right to amend this policy at any time without notice.

1. Terms of Use

The use of the Library's meeting rooms must be in accordance with the Library's [Safety Policy](#). Meetings will not be permitted if determined to present a danger to patrons or staff.

The Library does not allow the use of its meeting spaces for individuals or groups who are soliciting membership or admission fees, or selling products or services for meetings. The Library Director, or his/her designee, reserves the right to make exceptions.

The use of these rooms does not constitute the Library's endorsement of an organization's policies or beliefs. The sponsoring group or organization shall be clearly identified in all announcements, press releases, and flyers relating to the use of these rooms. Upon confirmation of the room reservation, the Library will provide a disclaimer that must be included on all publicity. The Library's telephone number and website may not be used by any non-Library related group for any purpose.

The use of these rooms shall cause no interruption or inconvenience to Library activities. In the case of a scheduling conflict due to a Library activity, the Library reserves the right to request, with a minimum of two weeks' notice when possible given the date of the request, that an organization use another meeting room, reschedule, or cancel the event. The Library reserves the right to waive all, or a percentage, of the meeting room fees. In such instances where a group is required by the library to cancel an event, the Library will provide a refund if meeting room fees for that event were previously paid for.

The Library must be notified promptly of any cancellations made by the group/organization. Failure to do so may be grounds for declining future use and the non-refunding of fees.

The group is responsible for refreshments served and any related supplies. They are also responsible for maintaining the order and cleanliness of the room. Requesters who wish to use the staff kitchen must

consult with Library staff prior to the event. In accordance with the Food and Drink Policy, there is no food allowed in the library, so any refreshments must stay within the meeting room.

The Library Trustees reserve the right to cancel or suspend any permission granted to any group or organization that violates this or any other Library policy. Organizations that fail to pay meeting room fees prior to their event may be precluded from using Library meeting rooms until those outstanding fees have been paid.

2. Community Room and Reading Room

Applications for the use of these rooms must be submitted at least one week prior to the event date. Requesters are encouraged to provide more notice when possible to increase the chance of availability. The library reserves the right to postpone acceptance of requests for dates three or more months in advance.

Applications must be completed and signed by a representative of the organization who is personally responsible for: the meeting or use of the room; adherence to the conditions of this policy; payment of any fees and damages. Before submitting the application, this representative must sign off on the following release:

“The undersigned assumes all and exclusive responsibility for the preservation of order, and the sole, exclusive liability for any injury of persons, and damage to or loss of property that may result from this use; and for the due observance of all regulations of the Board of Trustees of the Geneva Public Library and acknowledge receipt of the policy and conditions regarding the use of Library facilities.”

The Community Room has the capability of being divided into two smaller meeting spaces. When applicable, given the intended use of the space and expected audience size, the Library requests that those interested in reserving the Community Room use one half of the space to allow for the possibility of other programs. School tutoring sessions are directed to use at least one half of the room during the school week, which may limit the availability of the whole room.

3. Study Rooms

The Library has two study rooms, the use of which is scheduled on a first come, first serve basis. The Second Floor Study Room can fit up to ten people; priority use is for Library meetings. The First Floor Study Room is open to small groups of up to four people. The study rooms may not be booked more than a month in advance. There is no fee to use these rooms.

Adopted by the Board of Trustees: ?

Amended by the Board of Trustees: 3/26/2014, 12/21/2016, 11/29/2017, 11/28/2018