



Meeting Rooms Policy

The Geneva Public Library (“the Library”) has a variety of meeting rooms available to non-Library organizations and individuals in need of a common space.

The policy for the public’s use of Library Meeting Rooms 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 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-served basis. Use of the larger meeting rooms is not free, and the cost per use is based on the [Fee Schedule](#).

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.

All spaces may be reserved for times during library hours of operation, unless pandemic or other emergency procedures need to be applied. The Community Room, Reading Room, and Story Room may be reserved for times outside library hours, pending staff availability. Library meetings and programs take precedence to space availability.

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 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.

1.1 Food & Drink

Groups are 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.

1.2 Solicitation

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 reserves the right to make exceptions.

1.3 Cancellations

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 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.

In the case of emergency closings, the Library is not responsible for contacting groups who have reserved the Library's meeting rooms. The Library recommends that groups consult the Library's website, social media, phone message, and/or local news outlets regarding possible closings.

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 and the group submits a refund request.

2. Larger Meeting Rooms

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 that are 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.”

2.1 Fees

All payments must be made prior to the event. Once a patron receives confirmation to use a space, they have until the start time of the event to pay via cash, check, or credit. 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.

The Library Director maintains the right to waive all, or a percentage of, fees for room uses. The waiver of a fee does not guarantee the waiving of fees for future room requests, or each instance of a multi-date request.

2.2 Community Room

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. Smaller Study Rooms

The Library has two study rooms, the use of which is scheduled on a first-come, first-served basis. The study rooms may not be booked more than a month in advance. There is no fee to use these smaller rooms.

Library meetings are given priority use for the Second Floor Study Room, which can fit up to ten people. The First Floor Study Room is open to small groups of up to four people.

Adopted by the Board of Trustees: ?

Amended by the Board of Trustees: 3/26/2014, 12/21/2016, 11/29/2017, 11/28/2018, 12/18/2019, 7/29/2020