



## 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.

### 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. Library meetings and programs take precedence.

All spaces may be reserved for times during Library hours of operation, unless emergency procedures need to be enacted. Pending employee availability, the Community Room and Reading Room may be reserved for times outside library hours. Meeting rooms may not be reserved on days when the Library is closed for holidays.

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 Library employees.

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 does not publicize on behalf of outside agencies using a meeting space unless it is a Library Sponsored event.

Room use does not extend to other spaces within the Library without staff’s prior approval.

The Board of Trustees (“the Board”) and the Library Director 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. Those who wish to use the employee kitchen must consult with Library employees prior to the event.

### **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 at meetings. The Director or their designee 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 any 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 advanced notice, that an organization use another meeting room, reschedule, or cancel the event.

In the case of emergency closings, the Library will make every effort to contact groups who have reserved the Library's meeting rooms, but it is not the responsibility of the Library. 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. Smaller Study Rooms**

The Library has two study rooms, the use of which is scheduled on a first-come, first-served basis during library hours. The study rooms may not be booked more than one month in advance. There is no fee for room use during the Library's hours of operation.

### **3. 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.

There is no fee for room use during the Library's hours of operation. However, outside of Library hours of operation, there is an hourly fee to use the large meeting rooms (see Appendix A).

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. The representative must sign off on the release noted in the [application form](#).

#### **3.2 Community Room**

The Community Room can be 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 tutors are directed to use at least one half of the room when school is in session, which may limit the availability of the whole room. Tutors take precedence over non-Library outside group use of side A of the Community Room.

#### **3.2 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 unable to use Library meeting rooms until those outstanding fees have been paid.

The Director reserves 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.

**Amended by the Board of Trustees:** 3/26/2014, 12/21/2016, 11/29/2017, 11/28/2018, 12/18/2019, 7/29/2020, 7/28/2021, 7/27/2022, 1/25/2023

**Reviewed by the Policy Review Committee:** 7/18/2022, 1/9/2023

## Appendix A Meeting Rooms Fee Schedule

Payments must be made prior to the start time of an event.

Room use fees are rounded up to the nearest hour increment.  
*For example, a 1.5 hour meeting will be charged for 2 hours.*

Space	Space Allowance	Fee (During Library Hours)	Fee (After Library Hours)
Large Meeting Room: Community or Reading Room	Up to 70 with chairs <b>OR</b> up to 30 with tables and chairs	Free	\$50 per hour
½ of Community Room (with partition)	Up to 25 with chairs <b>OR</b> up to 15 with tables and chairs	Free	\$50 per hour
Story Room	Up to 25 with chairs <b>OR</b> up to 15 with tables and chairs	Free	Not available
Small Study Room (1st or 2nd Floor)	1st Floor: up to 4 people 2nd Floor: up to 10 people	Free	Not available

<b>Equipment Available</b>
Tables and/or Chairs
<b>Equipment Available Upon Request</b>
Podium
Podium with Microphone
Projector System
Whiteboard with markers