

WHEATON PUBLIC LIBRARY
REGULATIONS FOR USE OF THE LARGE MEETING ROOM

Library-sponsored or co-sponsored meetings, programs, and events take first priority in use of the library's meeting room facilities, as does City of Wheaton use, and library or City needs may pre-empt any other use of the large meeting room. However, the Wheaton Public Library is aware that community-based groups have need from time to time for meeting room accommodations. Making available such accommodations to local groups is an additional service which the library may render under conditions set by the Library Board. Permission to use the large meeting room does not constitute an endorsement of a group's policies or beliefs, or an endorsement of viewpoints expressed by participants. No advertisement or announcement implying such endorsement will be permitted. Groups or organizations must open their meetings or events to the general public.

Space, staff limitations, and library schedules necessarily require regulatory measures which affect the use of the large meeting room. These rules may be modified for official library or City functions when deemed appropriate. The Library Board and the Library Director reserve the right to deny permission to use the large meeting room for cause. Library administrative staff are authorized to deny use of the large meeting room at their sole discretion based on the anticipated availability of parking space at the requested time or other factors which may impair the public's access to library services.

The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The Library may also cancel a group's reservation(s) if the meeting room policy is violated.

I. PERMISSIBLE GROUPS

The following groups may use the meeting room for cultural, civic and informal educational purposes:

- Library-related Groups
- Wheaton Governmental Groups
- Not-for Profit Organizations/Corporations (as defined by 805 ILCS 105) comprised mainly of Wheaton Residents
- Non-business related local clubs or organizations comprised mainly of Wheaton residents
- Wheaton businesses holding non-commercial meetings

The meeting room may be reserved only by a person with a WHEATON PUBLIC LIBRARY CARD IN GOOD STANDING. This contact person is responsible for the room. A responsible member of the group must be present at the library before staff will open the meeting room to the group, and a responsible member of the group must be present throughout the scheduled meeting.

II. RESERVATIONS WILL NOT BE TAKEN FOR:

- Purely social or private functions
- Meetings that cause excessive noise, or which use hazardous materials
- Programs not suitable for the library's physical facilities, or which will interfere with the library's normal operation
- Programs or gatherings which present a potential danger to the welfare of the participants, attendees, library staff or patrons, and/or the community. Programs or gatherings that present a potential danger of causing damage to the library building and/or grounds.

III. RESERVATIONS

A. Single Meetings

Groups desiring to reserve the large meeting room for a single meeting must make application to the Library Director, or designated staff member, at least two weeks prior to the desired meeting date.

B. Multiple Meetings

The library attempts to fill requests for multiple meetings; however, no group may reserve the room for more than 12 meetings a year. Because of demand for meeting room use, the library may not be able to accommodate groups seeking to register for multiple meetings.

C. The library's application form must be filled out and filed, along with the fee, with the Business Office before the reservation will be confirmed. The person filling out the application form is responsible for the group's use of the meeting room and, therefore, must be at least 18 years of age and be registered as a Wheaton Public Library cardholder in good standing.

D. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use the meeting room.

IV. HOURS OF MEETING

- A. Monday through Friday. Scheduling may begin at 9:30 a.m. Afternoon meetings must be over by 4:00 p.m. Evening meetings, Monday – Thursday, must conclude by 9:30 p.m.
- B. Saturday. Scheduling may begin at 9:30 a.m. Afternoon meetings must be over by 4:00 p.m.

PLEASE NOTE: Any group that does not vacate the meeting room by the specified deadline may be denied future use of the meeting room.

- C. Sunday. The library does not assign the large meeting room to groups on Sundays.
- D. All-day meetings are not encouraged, but may be allowed on Fridays if other events or programs are not scheduled in the library during the requested times, and such meetings do not interfere with library services and activities.

V. FEE

A fee of \$30.00 to cover janitorial services for each meeting must accompany the application and will be returned if the application is denied. There is a \$10.00 charge for kitchen use.

VI. MEETING SIZE

The library must limit the size of groups using the large meeting room to a minimum of 15 and a maximum of approximately 80 persons, auditorium style. However, during those times when the library conducts children's story hours and/or special programs or events, the maximum size of the group will be approximately 40 persons, because of parking requirements. This limitation may also hold during certain times of the day or evening hours when normal library use is known to be very heavy.

VII. EQUIPMENT

The library provides:

Tables and chairs	Washroom facilities
Lectern	Projector and projection screen
Chalk and pin-up boards	Computer with wireless keyboard and mouse
Kitchen (see kitchen rules)	Wireless microphone

Groups must provide their own qualified AV and computer operator

VIII. RESTRICTIONS

In the interest of protecting the library facilities, groups or organizations may NOT:

- A. Use the name or address of the library as the official address or headquarters of the organization;
- B. Be in any portion of the library other than the designated meeting areas after 9:00 p.m.;
- C. Attach anything to the walls or furnishings;
- D. Use alcoholic beverages;
- E. Allow smoking, which is prohibited throughout the building;
- F. Levy admission charges;
- G. Solicit or sell items.

- IX. All meeting room areas are to be left in an orderly condition. Charges will be assessed for damage to library property.

KITCHEN RULES

1. Light refreshments only may be prepared and/or served from the meeting room kitchen. No cooking is allowed. Please contact the Library Director if a question concerning the serving of refreshments arises.
2. All preparations for refreshments must be made in the kitchen itself and not in the lobby areas or meeting room.
3. No alcoholic beverages may be served.
4. Smoking is not permitted anywhere in the building; no candles.
5. The kitchen must be left in a clean and orderly condition. All electrical equipment must be left unplugged and the range off.

6. The kitchen contains the following equipment:

Pans	Sugar bowl and creamer
Sink	Paper towels
Refrigerator	Clean-up materials
Coffeepot	Pitcher (large)
Pot to make tea	Trays
Cookie sheet	Knife
Assorted spoons and utensils	Forks and spoons
Hot mitts	

7. Groups using the kitchen should provide their own:

Plates
Cups
Serving pieces