

1. Use of Library Meeting Rooms

Use of Geneva Public Library District meeting rooms, including the large meeting room, program room, small conference room and study room(s), is primarily to support Library sponsored programs and events. When rooms are not needed for Library use, they may be made available for use by Geneva Public Library District cardholders.

Scheduling priority for use of any part of the facility is:

1. Meetings of the Board of Trustees of the Geneva Public Library District
2. Library sponsored and related meetings and programs, including activities of the Friends of Geneva Library and Geneva Library Foundation
3. Meetings sponsored by local tax-supported or local governmental agencies

The following guidelines apply to use of Library meeting rooms by external groups and patrons:

- Available for use during regular operating hours as posted on the Library's website and subject to Acceptable Library Use Policy and local fire safety regulations. Clean-up activities must be completed and all persons must leave the building by closing time.
- Use of library facilities does not imply sponsorship or endorsement of users or users' beliefs by Geneva Public Library District. Advertisements or announcements implying or stating such endorsement are prohibited.
- Groups and organizations may not use the name, address, telephone number, or website of the Library except for notifying members and attendees of the location for a meeting. The Library does not provide publicity or information about meetings of external groups.
- Meeting rooms are not available for:
  - Groups soliciting, promoting or selling products or services
  - Private social functions
  - Programs not suitable for the Library's physical facilities
  - Meetings, programs or functions that interfere with the function, purpose and mission of the Library
  - Partisan political meetings or functions
  - Fundraising events other than those of the Friends of Geneva Library or the Geneva Library Foundation
- Due to demand and limited meeting space, no more than one meeting per month for regularly scheduled events by a group or organization may be scheduled.

- The Library reserves the right to limit, deny or revoke permission to use the meeting room at its discretion. A group or individual denied permission to use the meeting room may file an appeal with the Library Director, in writing, for inclusion on the agenda for discussion at the next monthly Board meeting.
- Groups must comply with the American with Disabilities Act and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their programs.
- The Library does not provide storage space for property or assistance in carrying supplies into or out of the meeting room.

## 2. Guidelines for Use of Large Meeting Room and Program Room

- Geneva Public Library cardholders who are at least 18 years of age may reserve the Large Meeting Room up to 60 days in advance. Application for use must be made on provided form with the Administration Office at least one week prior to the meeting date. See Library website for details on availability of furniture and equipment.
- Confirmation of use requests will be made after receipt of application and applicable fees (see below). Person signing the application must ensure proper use of facility and will assume responsibility for any damages caused to the facility or equipment.
- Cancellations should be made to the Administration Office as soon as possible. Cancellation less than 24 hours prior to the scheduled meeting time will result in forfeiture of meeting room fee.
- Boxed lunches, desserts and covered non-alcoholic beverages are permitted. Decorations that can stand on a floor or table are permitted. Nothing may be attached to the walls or ceiling of the meeting room or lobby without advance permission from Library Administration.
- Capacity:
  - Large Meeting Room: 150 (maximum); 100 (auditorium setup with chairs); 75 (classroom setup with tables and chairs)
  - Program Room: 24 (standard setup with tables and chairs)

### Fees:

- \$ 25 for non-for-profit groups up to four hours; \$5 each subsequent hour
- \$100 for commercial or for-profit groups up to four hours; \$20 each subsequent hour
- Charges will be made to the group to cover expenses should any unusual or extensive cleaning or repair be necessary.
- No fee assessed for use of Program Room

## 3. Guidelines for Use of Small Conference Room

- Geneva Public Library District cardholders may reserve the small conference room for a one- to four-hour time slot up to 60 days in advance. Multiple time slots may not be reserved. Walk-ins, including non-cardholders, are welcome when room is not in use or reserved.
- Small conference room users should be aware that the room is not sound proof and their voices or conversations may be heard outside the room.
- There is no fee for usage.
- Maximum capacity:12

4. Guidelines for Use of Study Room(s)

- Geneva Public Library District cardholders may reserve a two-hour time slot up to one week in advance. Time may be extended beyond two hours if no one is waiting to use the room. Multiple time slots may not be reserved. Walk-ins, including non-cardholders, are welcome when room is not in use or reserved.
- Study room users should be aware that the room is not sound proof and their voices or noises may be heard outside the room.
- There is no fee for usage.
- Maximum capacity: 6

Rev. 04/2016

GENEVA FIRE DEPARTMENT  
200 East Side Drive, Geneva, IL 60134  
(630) 232-2530

*FIRE SAFETY REGULATIONS PERTAINING TO THE USE OF  
THE GENEVA PUBLIC LIBRARY  
BY PUBLIC OR PRIVATE ORGANIZATIONS*

*The person or persons responsible for any group or organization using library property, or portions thereof, shall be aware of and responsible for adherence to the following fire safety regulations:*

- 1. Combustible rubbish shall be placed in suitable containers, removed from the building at regular intervals, when necessary, and removed prior to leaving the building.*
- 2. Exits shall be maintained accessible at all times. Exits and corridors shall not be blocked or barricaded for crowd control or security purposes.*
- 3. Responsible persons shall make themselves familiar with the locations and operation of the manual fire alarm pull stations.*
- 4. In the event of a fire alarm:*
  - a) Regardless of the cause of the alarm, ALL occupants shall exit the building immediately.*
  - b) The Fire Department will automatically respond to the main entrance of the building.*
  - c) The Fire Department will contact the appropriate library officials if they are not already on the premises.*
  - d) No one is to re-enter the building until advised to do so by the senior fire officer.*
- 5. In the event of a fire:*
  - a) Regardless of the size of the fire, activate the fire alarm system by pulling the closest manual pull station and exit ALL occupants immediately.*
  - b) If possible, meet the Fire Department at the main entrance of the building and advise fire personnel as to the location of the fire.*
  - c) At no time is anyone to re-enter the building until advised to do so by the senior fire officer.*