

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, is primarily to support Library sponsored programs and events. When rooms are not needed for Library use, they may be made available free of charge for use by Geneva Public Library District cardholders. Use of meeting rooms requires adherence with all Library policies, guidelines, and local fire safety regulations.

This policy is not all-inclusive. Approval of individual meeting situations not described here will be determined by Library Administration, who is authorized to establish reasonable regulations governing use of meeting rooms.

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 . 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
 - Partisan political meetings or functions
 - Fundraising events other than those of the Friends of Geneva Library or the Geneva Library Foundation
 - Programs not suitable for the Library's physical facilities
 - Meetings, programs, or functions that interfere with the function, purpose, and mission of the Library

- 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.
- The person reserving the room must ensure adherence with Library policies and guidelines, proper use of facility, and shall be responsible for any damages caused to the facility or equipment. Charges will be assessed to cover expenses should any unusual or extensive cleaning or repair be necessary.
- See Library website for reservation procedures, room availability, and availability of furniture and equipment. Cancellations should be made as soon as possible.

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 or Program Room up to 60 days in advance. A minimum of 48 hour setup notice may be needed to accommodate requests for furniture arrangements and/or equipment rental. Call the Library for more information and specific requests.
- 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)

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. Reservations will be held for a maximum of 15 minutes.
- 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.
- 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 seven days 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. Reservations will be held for a maximum of 15 minutes.

- Study room users should be aware that the room is not sound proof and their voices or noises may be heard outside the room.
- Maximum capacity: 6

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GENEVA FIRE DEPARTMENT
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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.*