



Meeting and Study Room Use Policy

The Aurora Public Library District maintains meeting and study room space for customers at all library facilities. These spaces are available for public use during regular library hours when not needed for library programs, meetings, and events.

MEETING ROOMS

The library welcomes the use of its meeting rooms by organizations engaged in informational, educational, cultural, and civic activities. Preference is given to local and non-profit organizations in support of the library's strategic plan. Use of meeting rooms does not imply endorsement, support, or co-sponsorship by Aurora Public Library District of the group's policies, beliefs, or activities. The library excludes the use of all facilities for political rallies, religious services, private social events, or any activities that materially and substantially interfere with the function, purpose, and mission of the library.

ELIGIBILITY GUIDELINES

- Residents of the library district over 18 years of age.
- Nonresidents who own property within library district boundaries.
- Senior administrative officers of a firm, business, or other corporation owning taxable property in the library district.
- Representatives of organizations outside district boundaries serving district residents.
- A completed application with all applicable fees and documentation.
- For meetings and events held outside regular library hours, consult the [Special Events Policy](#).
- Meeting rooms may be reserved up to 60 days in advance.
- The Executive Director may deny the use of a meeting room in his or her sole discretion.

Room reservations will be finalized only after the application and other applicable documents are approved by the library. A current copy of the group's nonprofit status (501(c)3, or similar) must accompany room reservation requests for all nonprofit groups for the group to receive the free rate.

USE GUIDELINES

- Meeting rooms may be reserved for a given organization up to 12 times within 1 calendar year.
- All users of any meeting room must comply with the library's [Customer Behavior and Security Policy](#), the [Unattended Child Policy](#), and other applicable [policies](#).
- Unless otherwise approved, meetings must be held during regular library hours and must end when the library closes.
- Meeting room reservations are non-transferrable.
- Audiovisual equipment is available and varies by room and library location. [Click here for more information.](#)
- Meeting room users will be held responsible for any damage to the library building, grounds, or equipment due to negligence or willful misconduct.
- Organizations reserving a meeting room will be held responsible for any accidents occurring as a result of the group's activities.
- Aurora Public Library District is not responsible for personal property left unattended in meeting rooms.
- The sale, advertising, solicitation or promotion of products or services is not allowed in library meeting rooms without the prior, express permission of the Executive Director or designee.
- Light snacks and covered beverages are permitted in meeting rooms and are not subject to the maintenance fee.
- Boxed lunches, prepared sandwiches, and other refreshments that do not require on-site preparation may be served subject to the maintenance fee.
- Signage, decorations, and displays must remain inside the reserved room, may be attached by non-marring adhesives only, and must be removed by the reserving organization at the end of the meeting.
- The library does not provide storage for any reserving party.

COMPUTER TRAINING LAB

The Computer Training Lab at Santori Library may be reserved for training sessions during regular library hours. Reservations may be made up to 60 days in advance but no less than 14 days prior to date requested. Under special circumstances, the lab may be reserved for longer training sessions at the discretion of the Executive Director or designee.

Library staff will assure that all equipment is in working order prior to the session. Staff will be available to provide equipment assistance.

FEES AND ASSESSMENTS

Fees allow the library to recover costs associated with usage and maintenance. Fees listed are per hour, and meeting rooms must be reserved for a minimum of one hour. An additional half hour increment will be assessed at the half hour rate.

Room	Nonprofit and government hourly rate	Nonprofit and government additional 1/2 hour rate	For-profit hourly rate	For-profit additional 1/2 hour rate	Maintenance fee (if food or beverage is served)
Meeting Rooms	Free	Free	\$20/hour	\$10	\$20
Computer Training Lab	Free	Free	\$50/ hour	\$25	N/A

STUDY ROOMS

Study rooms are available for individuals and small groups at all library locations. Rooms may be zoned for age-appropriate use.

ELIGIBILITY GUIDELINES

- Rooms may be reserved up to 48 hours in advance with a valid Aurora Public Library District card.
- Non-library card holders are welcome to use an unreserved study room, on a first-come, first-served basis.

USE GUIDELINES

- Each individual or small group may reserve a maximum of two hours per day.
- Reservations may be extended in 30 minute increments if no other customers are waiting for a study room.
- If a study room is not claimed within 15 minutes of the reservation time, the reservation will be cancelled.
- Users are required to leave promptly at the end of their reserved time to allow the next reservation to begin on time.
- Users are required to leave study rooms in a clean and orderly condition.
- All users of any meeting room must comply with the library's Customer Behavior and Security Policy, the [Unattended Child Policy](#), and other applicable [policies](#).

COMPLIANCE, APPEAL & REVIEW

The library retains the right to monitor and access meeting and study rooms. The library reserves the right to suspend or revoke permission to use a room for violation of library policies. Falsifying identification information may result in immediate revocation of room use.

Appeals for changes to, or exceptions to, any portion of this policy should be directed to the Executive Director.

Approved by the Aurora Public Library District Board of Library Trustees October 27, 2021