

K. USE OF LIBRARY MEETING ROOMS AND STUDY ROOMS

1. Use of Library Meeting Rooms

Use of Geneva Public Library District (GPLD) meeting and study rooms are 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 GPLD cardholders. Use of meeting and study 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 the 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 Friends of Geneva Library and Geneva Library Foundation
3. Meetings sponsored by local tax-supported or local governmental agencies

All guidelines outlined within this policy apply to use of GPLD's meeting rooms and study rooms by external groups and patrons. General guidelines are as follows:

- 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 GPLD. 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. GPLD 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 GPLD

- 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.
- GPLD 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.
- GPLD 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 First Floor Meeting Room and Conference Room

- GPLD cardholders who are at least 18 years of age may reserve the First Floor Meeting Room or Conference 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 meals, light refreshments, and covered non-alcoholic beverages which are catered or prepared elsewhere 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 Conference Room.
- Use of the kitchen is strictly for serving boxed meals, light refreshments, and covered non-alcoholic beverages which are catered or prepared elsewhere. Call the Library for more information and specific requests.
- Capacity:
 - Large Meeting Room: 200 (maximum); 175 (auditorium setup with chairs); 80 (classroom setup with tables and chairs)
 - Conference Room: -20 (standard setup with tables and chairs)

3. Guidelines for Use of Second Floor Study Rooms

- GPLD 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.
- Capacity varies: 4-10 (standard setup with table and chairs)

Rev. 04/2019
Rev. 02/2020
Rev. 12/2021

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.*