

D. Rentable Meeting Spaces

1. Use of Meeting Spaces

- a. The use of Library meeting space is primarily for Library sponsored programs. Occasionally these rooms may be available for non-library groups on a limited basis for a fee.
- b. Use of the meeting spaces may not interfere with the normal operation of the Library. Users of the meeting room may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- c. Any department of or organization officially affiliated with the City of Kankakee, or any organization partnering with the Kankakee Public Library, may schedule the use of the library meeting space free of charge, dependent on availability. For the purpose of pricing “government” is defined as any individual or group working as an official or employee of a local, state or federal government. Elected officials renting meeting space for purely partisan or campaign activities will be charged “standard” fees. “Non-profit” is defined as any group or individual that has obtained 501-3c status. All others are defined as “standard” for the purpose of pricing.
- d. Religious groups may use the facility for educational, cultural, intellectual, charitable, and/or community related activities. No library property may be used for worship services.
- e. Use of the meeting room is subject to all applicable Kankakee city ordinances, including requirements for insurance. Consult the Library Director for current information concerning insurance requirements.
- f. The Library reserves the right to review, accept or reject any or all applications for the meeting space use. The Library does not assume any liability for groups or individuals attending meetings in the Library, nor does the Library assume responsibility for any loss, damage, costs and/or expense that may arise during the use of library facilities.
- g. The Library Director reserves the right to move an event to another suitable Library room if needed. Fees will be adjusted accordingly.

2. Fees

- a. Rental fees will be assessed for meeting space use according to the table in Appendix A of this policy.
- b. A surcharge of \$25 will be charged for any person without a current Kankakee Public Library card or any organization whose mailing address is outside the City of Kankakee.

- c. A janitorial maintenance fee shall be charged if the meeting room is not left in its original condition. Items may not be hung on the walls, windows, molding, or from the ceiling.
 - d. Bookings on behalf of private individuals that are more than 30 days before the event require half the final rental be paid by cash, credit card, money order or certified check within 7 days of booking to reserve the date. The remainder of the payment is due 30 days before the event if paying by personal check, or 5 days before the event if paying with cash, credit card, certified check or money order. If booking a date less than 30 days prior to the event, the full payment is required within 7 days to reserve the date, and no personal checks will be accepted. If these deadlines are not met, the library reserves the right to cancel the reservation.
 - e. Checks drawn from accounts of organizations or corporations will be accepted at any time.
 - f. A nonrefundable fee of 2.75% will be charged for credit cards that are swiped in person. A nonrefundable fee of 3.75% will be charged for credit cards that are taken over the telephone or must be hand-entered in person.
 - g. An event must be cancelled at least 48 hours before its scheduled time for a full refund of fees. A 50% refund will be given for cancellation less than 48 hours before the scheduled event. All refunds will be made by check issued after the next regularly scheduled library board meeting.
 - h. Additional fees will be assessed for any events scheduled when the library is closed.
 - i. Any event scheduled in the meeting room will be cancelled if the library is forced to close due to weather or other emergency situation. The sponsoring organization will not incur any additional costs under these circumstances. The Library will not be liable for any costs incurred by the sponsoring organization under any circumstances.
 - j. Any renter who has an outstanding rental invoice that is 90 days or more overdue will not be allowed to make further reservations until the invoice is paid. Any existing reservations also may be cancelled if the long-outstanding invoice is not paid.
 - k. Room fees may be waived for nonprofit organizations at the discretion of the library board. An organization may request waiving of room fees by filling out a room fee waiver application and submitting it to the library director at least 30 days before the date of the event. Events that are held in a room with waived fees may not charge for attendance.
3. Renter Responsibilities and Restrictions
- a. Major food preparation is not permitted in our kitchen. Only prepackaged or catered food may be served. Organizations are responsible for bringing their own supplies and utensils.

- b. Alcoholic beverages may not be served.
- c. Groups using the meeting room are required to have adult supervision at all times.
- d. A room rental application must be completed and approved by the Library Director. The applicant must be present at the time of the scheduled event and will be responsible for any damages to the meeting space and must be at least 18 years of age.
- e. No open flames are allowed in any Library meeting space at any time.
- f. All advertising and public notices of events to be held in any Library meeting space must carry a clear statement of organizational sponsorship and will not imply the endorsement by the Kankakee Public Library or the City of Kankakee. Publicity for non-library events may not carry the library's telephone number.
- g. The Library does not provide childcare for individuals attending meetings. Children under the age of 13 must be accompanied by an adult while in the Library. "Accompanied" is defined as being in the immediate presence of the adult.
- h. Auditorium-style set-up will seat 50 in the Third Floor Meeting Room. Maximum seating capacity in the Auditorium is 230 Auditorium-style. The room shall be returned to its original condition after each event. Time for set-up and take-down will be included in the schedule.

E. Open Meeting Spaces

- 1. Use of the rooms can not disrupt Library operations in any way.
- 2. The conference rooms may be used by library related, non-profit or small study groups for quiet study only. Priority will be given to library related programs.
- 3. The maximum occupancy for either of the first floor conference rooms is eight. Please do not move furniture from other areas of the library into the conference rooms.
- 4. A conference room may be reserved up to one calendar year in advance by contacting the Circulation Desk. Reservations will be forfeited after fifteen minutes if no one shows.
(10/18/2011)
- 5. Conference rooms may be used for a maximum of two hours a day per group.
- 6. Please leave the rooms in the same condition that you find them, nothing is to be attached to the walls. Projects requiring paint, glue, glitter, or other materials that may damage the furniture or conference room are prohibited. If the room is not left in good condition, a janitorial fee (a minimum of \$20.00) will be charged to your library card.

7. Food and drink are not allowed in the meeting rooms.