

RENTABLE MEETING SPACES POLICIES

Use of Meeting Spaces

- 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.
- 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.
- 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. Local elected officials renting meeting space for purely partisan or campaign activities will be charged “standard” fees.
- Tenants of the Executive Centre are entitled to one free rental per month, during library hours, of the third floor meeting room.
- 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.
- 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.
- The Library Director reserves the right to move an event to another suitable Library room if needed. Fees will be adjusted accordingly.
- Any event that is cancelled because of failure to abide by any law, ordinance, policy or other legal requirement shall not be eligible for a refund.
- Staff and library trustees may rent library space at 50% the usual rate, subject to availability. Each staff member may rent a space at the reduced rate no more than twice in a year. The staff member or library trustee must be present for the duration of the event including setup and cleanup. The staff member may not be on the clock during the event. Room setup is handled by the staff member. The Rental Coordinator will be in attendance when the event is after regular library hours. *(Passed May 2020)*
- Coordinator will be in attendance when the event is after regular library hours. Meeting spaces on the first and third floors are reserved for meetings exclusively. Rentals for social gatherings shall be held in the fourth floor meeting spaces. *(Amended 3/21/2019, 1/21/2020))*

Fees

- Rental fees will be assessed for meeting space use according to the table in Appendix A of this policy.
- 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.

- 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.
- 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.
- Checks drawn from accounts of organizations or corporations will be accepted at any time.
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.
- 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
- 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.
- 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.

Waiving of Fees

Room fees may be waived for nonprofit organizations at the discretion of the library director. The director will report all room waivers made to the library board at the monthly meetings. 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. The following criteria will be used in deciding if a room fee shall be waived. This list is not all-inclusive. (Adopted 4/16/2019)

- Longstanding partnerships
- Organizations located in Kankakee County
- Organizations serving groups that are considered in crisis or dealing with trauma in our community, such as youth and BIPOC (Black, Indigenous, People of Color)
- Local government agencies
- The Kankakee Valley Genealogy Society
- The room use has an educational purpose

- The room use supports the library's mission statement
- Other Libraries
- Organizations without funding sources
- Organizations that support library initiatives
- Organizations that would help the library initiate new services

Renter Responsibilities and Restrictions

- Fees for the 3rd floor meeting rooms may not be waived more than once a week.
- Fees for the auditorium may not be waived more than four times a year.
- Organizations whose fees have been waived may be moved to another location in the library to accommodate a paying customer.
- Fee waivers are on behalf of an organization not an individual.
- All activities taking place in a fee waived room must be free to the public. This restriction precludes any type of fundraising or other activity which requires a contribution by an attendee to fully participate.
- Meetings must occur during regular library hours. Meetings must end 30 minutes before library closes and be out of the space no more than 15 minutes before library closes.
- Event date(s) will be entered into our master calendar. KPL will not advertise event elsewhere.
- 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. Use of the meeting rooms must abide by the Kankakee County Health Department requirements. The library does not provide space or equipment for food preparation.
- Groups using the meeting room are required to have adult supervision at all times.
- 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.
- No open flames are allowed in any Library meeting space at any time.
- 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.
- 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.
- Auditorium-style set-up will seat 40 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.

(Updated 3/16/2021)

Alcohol in Rentable Spaces

Alcohol may be served by renters of the library's meeting rooms during hours when the library is closed. The renter may offer an "open bar" or a "cash bar" under the conditions stipulated below. A \$25 non-refundable Alcohol Fee will be added to the rental fee.

Open Bar:

- The renter must obtain a special event insurance rider with a minimum of \$1million of coverage. Kankakee Public Library and City of Kankakee must be named as Additionally Insured. The renter must provide proof of insurance to the Rental Coordinator within seven days of the scheduled event. Failure to do so will result in the cancelation of the event.
- All alcoholic beverages must be served by a Basset-certified bartender. The renter must provide proof of Basset certification within seven days of the scheduled event. Failure to do so will result in the cancelation of the event.
- The event must be by invitation-only.
- Alcoholic beverages cannot be sold at the event.
- Only beer and wine can be served. No other alcoholic beverages can be served.
- Alcoholic beverages cannot be brought onto library premises by guests of the named renter.
- It is the sole responsibility of the renter to comply with all local, state and federal laws governing the sale or distribution of alcoholic beverages.

Cash Bar:

- The renter must employ a licensed bar or caterer that is legally licensed to sell alcoholic beverages.
- The renter must provide proof of licensing to dispense alcoholic beverages by their preferred bar or caterer to the Rental Coordinator within seven days of the scheduled event. Failure to do so will result in the cancelation of the event.
- Only beer and wine can be served. No other alcoholic beverages can be served.
- It is the sole responsibility of the renter to comply with all local, state and federal laws governing the sale or distribution of alcoholic beverages.

OPEN MEETING SPACES

Use of the rooms can not disrupt Library operations in any way.

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.

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.

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.

Conference rooms may be used for a maximum of two hours a day per group.

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.

Food and drink are not allowed in the meeting rooms.

LIBRARY PARTNERSHIPS

The Kankakee Public Library may establish an ongoing partnership with another non-profit or government agency initiated by a majority vote of the board. The partnership will be based upon an exchange of equal services or goods and must be in support of the mission of the Kankakee Public Library. Partnerships will be reviewed at the beginning of each fiscal year to determine if they remain equitable. The board may discontinue any partnership at any time with a simple majority vote. Library partners must abide by all library policies and rules unless such rules or policies are specifically waived by the board at the establishment of the partnership.

Responsibilities and Restrictions

- Use of the 3rd floor meeting rooms by a library partner may not occur more than once a week.
- Use of the auditorium or gallery will not occur more than four times a year.
- Partner organizations may be moved to another location in the library to accommodate a paying customer.
- All activities taking place sponsored by a library partner must be free to the public. This restriction precludes any type of fundraising or other activity which requires a contribution by an attendee to fully participate.
- Library staff will provide tables and chairs. Representatives of library partner organizations may rearrange furniture if necessary.
- Meetings must occur during regular library hours. Meetings must end 30 minutes before library closes and be out of the space no more than 15 minutes before library closes.
- A library partnership will be considered for cancellation if the organization fails to hold a scheduled event without properly informing the library beforehand two or more times.
- The number of attendees is to be reported to the Adult Services staff after the event takes place. These statistics are reported to the Library Board of Trustees each month.
- The library will consult with an organization representative and if requested, the library staff will design flyers, press releases, email newsletter, and social media. The design

will be updated, at least, yearly. Event date(s) will be entered by library staff into the library master calendar as a “community-partnered event.”

(Updated 3/16/2021)