

EXACT DATE OF MEETING: Day of Week: _____ Date: _____

Note: Please enter only one (1) date per application form.

All applications shall be submitted on this form, and signed by a responsible party, and shall be subject to approval by the Library.

NAME OF GROUP: _____

Note: Please provide an accurate and full name, as this name will appear on the published meeting room schedule.

PURPOSE / TYPE OF FUNCTION: _____

Note: As a “limited public forum,” the Library allows “educational and cultural functions only, by persons, groups, and organizations serving the residents of the Batavia Public Library District” (please review statement on the reverse side of this application).

TIME SCHEDULE: Arrive: _____ Meeting Begins: _____ Meeting Ends: _____ Leave: _____

Note: Please schedule your meeting to allow time for you to set up before the meeting and clean up after the meeting. You are expected to leave the room in the same condition as you found it.

Please sign in at the Check Out Desk when you arrive for your meeting.

MEETING ROOM OPTIONS (select one)

- Founders Room (formerly Meeting Room A–B)
- Elizabeth L. Hall Conference Room
- Van Nortwick Room (formerly A) (no Kitchen access)
- Newton Room (formerly B)

ROOM LAYOUT AND EQUIPMENT

ANTICIPATED ATTENDANCE: _____ CHAIRS REQUESTED (#): _____ TABLES REQUESTED (#): _____

Note: Posted room capacities, set by Fire Marshal, may vary according to room layout. Note: Library has 12 rectangular tables.

- Access to Kitchen (available only with Newton Room (B) or Founders Room (A–B))

LAYOUT OPTIONS (select one):

- Theater
- Classroom
- U-Shape
- Square-Shape
- Other (describe below)

Note: Conference Room table layout shall not be changed; groups are prohibited from moving Conference Room tables. Groups are prohibited from installing or removing movable wall in Founders Room. Consequences may include fines and/or loss of privileges.

DESCRIPTION / NOTES: _____

EQUIPMENT:

- Ceiling-Mounted LCD Projector / Screen—SPECIFY CONNECTOR (required): HDMI VGA
- Easel / Dry-Erase Board
- Speaker System
- Lectern
- Television + DVD/VCR
- Overhead Projector
- Slide Projector
- AV Cart

Note: Equipment is provided free of charge. The Library does not provide easel pads or other consumable items. If equipment is not available for any reason, then the Library will notify you.

ADDITIONAL REGULATIONS

There are no permanent, standing reservations for meeting rooms. Reservations are accepted up to six (6) calendar months in advance, and are processed on a first-come, first served basis. Each group is limited to one (1) function per calendar month.

No outside food or beverage items are permitted in the meeting rooms.

The café (Chapters Coffeehouse & Café) has the exclusive right to sell, cater, and serve food and beverage items to groups using the Library’s meeting rooms. The café, which is conveniently located inside the Library, is available to cater your meeting. Please call (630) 406-8805 for more information on catering services.

If you have questions regarding the use of the meeting rooms, or would like to make a reservation, then please call (630) 879-1393 x 310; or fax to (630) 879-9118; or email to MeetingRooms@BataviaPublicLibrary.org.

ACKNOWLEDGMENT AND CERTIFICATION

DATE OF APPLICATION: _____

I hereby certify that the information provided on this application form is complete and accurate. I understand and acknowledge that I am the official representative of and contact person for my group, and that I am accepting financial responsibility for any damage to property and/or equipment that may result from my group’s use, the consequences of which may include fines and/or loss of privileges.

NAME (print): _____ SIGNATURE: _____

POSTAL ADDRESS: _____

TELEPHONE (best): _____ EMAIL: _____

OFFICE USE ONLY APPROVED: YES NO DATE: _____ INITIALS: _____

NOTES: _____ REV 10/2014

Statement of Philosophy, Scope, and Purpose for the Policy on Meeting Rooms

1. In part, the “mission of the Batavia Public Library is to ... create a welcoming place to gather, exchange ideas, and participate in cultural events.”¹
2. Pursuant to this mission, the Batavia Public Library uses its meeting rooms to support library functions and provide library programs, services, and events.
3. When not in use by the Batavia Public Library, the Library welcomes the public use of its meeting rooms for educational and cultural functions only, by persons, groups, and organizations serving the residents of the Batavia Public Library District.
4. All such public use of its meeting room for educational and cultural functions shall be open to the general public.
5. By allowing the public use of its meeting rooms for educational and cultural functions only, the Library has created a “limited public forum.” As a “limited public forum,” the Library may not prohibit the use of its meeting rooms based on the educational or cultural content of the function.
6. As a “limited public forum,” meeting rooms are not available for “private social functions,” examples of which include (but are not limited to) parties (such as for birthdays, anniversaries, and holidays), wedding events (such as showers, rehearsal dinners, weddings, and receptions), and reunions (such as family or school reunions).
7. As a “limited public forum,” meeting rooms are not available for “private business functions,” examples of which include (but are not limited to) retreats, seminars and continuing education classes (such as those for employees, boards of directors, or members of a profession), board meetings, job interviews, and employment tests, whether (for example) by individual persons, community clubs and organizations, businesses, or not-for-profit organizations.
8. It is the policy of the Board of Library Trustees of the Batavia Public Library District to support the tenets of the “Library Bill of Rights” and its official interpretations. To that end, the following documents are considered part of the “Policy on Meeting Rooms” and are incorporated herein by reference:
 - Library Bill of Rights²
 - Meeting Rooms: An Interpretation of the Library Bill of Rights³

Approval History:

- Adopted by Board of Library Trustees on Tuesday, 20 November 2012

¹STATEMENT OF MISSION: The mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations, as well as to create a welcoming place to gather, exchange ideas, and participate in cultural events.

²<http://www.ala.org/advocacy/intfreedom/librarybill>

³<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms>