

## **Reedsburg Public Library Meeting Room Policy**

### **I. Introduction**

The Reedsburg Public Library Community Room, Conference Room and Story Room are provided for the use of the Library and the community. When not required for library use, the rooms will be available for use by members of the public on a first-come basis to ensure equitable access. All use must be in accordance with library policies and guidelines and should in no way interfere with library programming or operations.

Priority will be given for Library, Friends of the Library and governmental bodies; these groups are exempt from all restrictions on use.

### **II. Reservation and Availability of Rooms**

- A. The Community Room and Meeting rooms are available during normal library hours. All meetings must begin during normal library hours; meeting and cleanup must be completed at least 15 minutes before library closing.
- B. Persons or organizations seeking to utilize the meeting spaces must apply for usage via the library's website and receive approval. The Library will respond to the request as soon as practicable, but no later than 5 business days after receiving the application.
- C. Online reservations may be made at least 3 days in advance and not more than ninety days prior to the scheduled room usage. Each applicant is limited to 3 active reservations.
- D. Kitchen, AV or other available equipment may be requested at the time of initial usage application or may be requested by phone or email in advance of reservation. Same day accommodation may not be available.
- E. The responsible party for the room is the person under whose name the booking was made. This person must be at least 18 years of age and must be present at all times during room use.
- F. A minimum of 24-hour notice is required for cancellations – Except under extenuating circumstances. If two consecutive cancellations or no-shows occur without providing advance notice to the library, future reservations will be void. (A no show is constituted by failure to arrive within 30 minutes of the scheduled room usage.)
- G. Rooms that have been vacated for more than 30 minutes without notifying staff will be considered available for use and the remainder of the reservation may be cancelled.

### **III. Restrictions on Use**

- A. Programs, meetings and events must be free of charge unless specifically permitted by the Library. No admission fee, suggested donation or any other monetary solicitation may be made (except for by the Library, Friends of the Library or City-sponsored fundraising).
- B. Library spaces may not be used for the solicitation of business, profit or fundraising. The compilation of names for mailing lists or further solicitations is prohibited.
- C. All promotional material relating to events must clearly name the sponsoring/hosting organization, business or group as well as contact information for the organization and/or responsible individual. Use of the Library as the contact is prohibited. The compilation of names for mailing lists or further solicitations is prohibited.
- D. Private social functions, including showers, parties and dances are not permitted.

- E. Materials may not be attached (taped, pinned, stapled, etc.) to any room surface.
- F. The provision of meeting space must be subordinate to the need to provide a safe, peaceful and respectful library environment. Uses that are likely to disturb Library patrons in their customary use of the library, impede staff in the performance of their duties, or endanger the building or collections will not be approved.

#### **IV. Additional Terms of Use**

- A. The library does not assume responsibility for any property brought to or left in the library by the group reserving the room or any individuals attending the meeting. The library is unable to provide storage space for those using the meeting spaces.
- B. The library cannot accept calls or relay messages to individuals using the meeting rooms except in the case of emergency.
- C. The meeting spaces must be returned to the condition and set-up in which they were found. Waste or garbage that does not fit within the wastebasket should be removed when leaving. The Library will invoice the user if there is a need for cleaning, or replacement or repair of the rooms or contents following use.
- D. Library Staff may attend or observe any meeting or program at any time.
- E. If the application for room use is approved, then in such event, the Applicant agrees to indemnify, save and hold harmless the Library from and against any and all claims, suits, demands, causes of action, and expense arising out of any acts or omissions of the Applicant (and/or invitees) on or about the reserved spaces and causing injury to any person or persons or property, whomsoever or whatsoever.

#### **Disclaimer**

- A. The library provides study rooms as a community service and the use of a room does not constitute library endorsement of the viewpoints expressed by presenters or participants. Anyone using a room shall not publicize the event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the library unless permission has been granted in advance by the library director or designee.
- B. The Library reserves the right to refuse usage of the room for groups or uses that do not comply with this, or other, library policies or uses that differ from those represented in the room use application. Any application may be refused or rescinded at any time at the discretion of the library.
- C. This policy may be subject to change based on need or circumstance as approved by the Library Board at any regularly scheduled meeting.

#### **Review and Appeal**

The Library Director shall be responsible for the administration and interpretation of this policy. Any group or individual who has an objection to decisions made under this policy or the policy itself shall file a notice of appeal in writing to the Library Director within 10 days. The Library Board will hear the appeal as soon as practicable.