

## MEETING ROOM POLICY

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### I. Purpose of Policy

- A. The Mount Horeb Public Library Meeting Room and Kitchenette are intended primarily for use by the library for its own programs and purposes.
- B. The Mount Horeb Public Library Meeting Room and Kitchenette are available for use by community groups for educational, informational, or cultural meetings and programs when not scheduled for library purposes.
- C. If the Meeting Room is not reserved, it may be used as an additional space for patron use.
- D. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part, “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”
- E. The fact that a group uses the Library Meeting Room or Kitchenette does not in any way constitute endorsement of the group’s policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.
- F. For the purposes of this policy:
  - Community group** is an organized group of individuals who work towards making desired improvements to a community's social health, well-being, and overall functioning. Community groups have the following characteristics:
    - a. Structure – Rules around how the group is organized and run.
    - b. Self-governing and independent from any other organization.
    - c. Not-for-profit – run by volunteers and no individual makes a profit from the organization.
    - d. Public/Community Benefit – the activities carried out by the group will benefit a particular group of people within the community.
  - Private party** is a person who is not a non-profit entity. A private party can be an individual’s personal group or an unofficial group.

## **II. Description**

- A. The Meeting Room includes a conference style table arrangement that seats 12 people comfortably. The flip top tables may be moved and nested to accommodate up to 20 people. There are additional chairs made available for casual seating around the tables and the tables may be re-arranged depending on need and type of meeting. Along with tables and chairs, the following items are available for use in this space: white board, lectern, and all other circulating library equipment, as available.

Non-library programs scheduled for the Meeting Room must fit within the Meeting Room's stated capacity. Groups cannot overflow into the Library proper. Fire Code regulations for capacity apply to the space.

The library does not rent the entire library to outside groups.

- B. The Mount Horeb Public Library Kitchenette is available to those who rent the room. The Kitchenette has a refrigerator and stove. Plates, cups, glasses, tableware, and assorted are available for use. All consumable products, including dishtowels, must be provided by the users. Users are responsible for washing, drying, and storing Kitchenette items before vacating the room and must leave the area clean and orderly.

## **III. Use Policy as a Meeting Room**

- A. Event requirements:
  - 1. When not needed by the library, the room may be used for:
    - a. Educational, informational, cultural, and government/civic activities.
    - b. Public lectures, panel discussions, presentations, group discussions, workshops, and other similar functions.
  - 2. Must be free of charge.
  - 3. Must be open to the public, unless an hourly fee is paid.
  - 4. Must be contained within the Meeting Room. (i.e. No tables or chairs are to be used outside of the rooms in the lobby or elsewhere.)
- B. The Meeting Room is not available for the following purposes:
  - 1. Monetary solicitation, admission fee, or donation by any entity other than the library or the Friends of the Library.
  - 2. Programs involving the sale, advertising, promotion of commercial products or services, including the compilation of mailing lists for future solicitation, by any entity other than the library or pre-approved entities for short-term classes, institutes, discussion groups or forums involving small fees.
  - 3. Programs that would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk.
  - 4. Programs that compete with library events, even if the events are not occurring simultaneously. (i.e. Storytimes, Early Release programs)

- C. Businesses, commercial entities, and private parties may use the room for an hourly fee. Such meetings may be closed to the public.
- D. The Meeting Room is available before, during, and after the library's operational hours, Monday through Saturday. The room is not available on Sundays or on holidays when the library is closed.
- E. Meetings must end on time, so the room may be prepared for other meetings.
- F. Set up and Clean up: the library does not provide setup / cleanup services. Please allow ample setup / cleanup time. Setup prior to reserved times is prohibited. Tables should be wiped down. Carpet should be vacuumed (ask library staff for vacuum). Dishes should be washed and put away. Counter tops should be wiped down. Failure to leave the Meeting Room in a clean, usable state can be cause for denial of future meeting room requests.
- G. Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs.
- H. Equipment reservations shall be made at the Help Desk or online, subject to availability and for use in accordance with the Equipment Use Policy.
- I. The library does not provide personnel to operate audiovisual equipment.
- J. Users may use their own equipment in the Meeting Room.
- K. Users must not post any materials on the walls.
- L. Deliberate care should be taken with the white board. Dry erase markers are available in the room. If the white board is damaged, fees will be assessed in accordance with this policy.
- M. The library cannot provide storage space for users of the Meeting Room or Kitchenette.
- N. Groups may serve food and drinks.
- O. Alcoholic beverages are prohibited.
- P. Smoking and the use of e-cigarettes is prohibited.
- Q. Notices announcing the users' event, or use of the room, may be placed on the Meeting Room door only during the event.

- R. Tobacco products, incendiary items, weapons, and illegal substances are not permitted on Library premises. Open flame, anything flammable, or anything that is a safety hazard is prohibited in the Meeting Room.
- S. The Meeting Room may be reserved for up to 4 hours per reservation. Exceptions may be granted at the discretion of the Library Leadership Team.

**Use Policy when Unreserved**

- A. When not reserved, Help Desk staff will unlock the room at a patron's request for use.
- B. Ages 16 and up are allowed to use the room. Children under the age of 16 must be accompanied by an adult.

**IV. Reservations for Meeting Room**

- A. The Meeting Room is scheduled on a first-come, first-served basis, when not needed by the library.
- B. Room reservations are made online. If patrons are unable to reserve the room online, contact the Help Desk Staff for assistance. Help Desk Staff can help reserve the room for the patron.
- C. Reservations must be made in advance. Reservations may be made up to 90 days in advance, to a maximum of one meeting per calendar month per group.
- D. Reservation is not secure until confirmation from Library Staff is received.
- E. Users may acquire the key up to 1 day in advance, provided they have secured a reservation. Arrangements must be made to pick up the key from the Help Desk staff, during normal library hours. Keys may not be copied. If the key is lost, the user will be charged to rekey the foyer and meeting room doors, as well as all associated costs (such as cost of all replacement keys).
- F. Cancellations must be made at least 24 hours in advance.
- G. In the rare case when the library must schedule a last-minute event, groups will be given advance notice of the library's need, the reservation will be cancelled, and their fee payments, if any, will be returned.
- H. In the event of severe weather, the library retains the right to cancel or limit the time a group or organization has reserved for meeting room use. If possible, the library will attempt to contact the Responsible Party in advance of severe weather cancellations.

**V. Fees and Charges**

**A. Use Fee**

- 1. Non-profit, volunteer, and community groups within the Mount Horeb Public Library service area will not be charged for use of the room. The Mount Horeb Public Library

service area includes the village of Mount Horeb, Blue Mounds village & township, Primrose, Perry, Springdale, and Vermont townships.

2. Businesses, commercial entities, and private parties will be charged the hourly fees:
  - a. Meeting Room without Kitchenette, \$10.00 per hour
  - b. Meeting Room with Kitchenette, \$20.00 per hour
  - c. To reserve the kitchenette, users must also reserve the Meeting Room.
3. The following must be fulfilled, or charges will be assessed, after a meeting:
  - a. The Meeting Room is neat & orderly with tables and chairs configured according to Meeting Room diagram.
  - b. The Meeting Room and/or Kitchenette is/are free of damages beyond the normal wear and tear. (Damages assessed by the Library Leadership Team.)
  - c. The Kitchenette is clean & orderly, following posted Kitchenette procedures. (Cleanliness assessed by the Library Leadership Team.)
  - d. The Meeting Room key is returned.

#### **B. Damages**

1. Users of the Meeting Room agree to reimburse the Library for any and all costs of repair of any and all damage, as determined by the Director, as may be caused directly or indirectly to the room and/or facilities by such use thereof. For example:
  - a. \$500.00 replacement cost of white board if incorrect writing utensil is used on the surface.
  - b. Cost of carpet cleaning will be assessed to any group who spills food or beverage on the carpet, as determined by the Library Leadership Team.
  - c. Cost of replacement keys and rekeying for the foyer and meeting room, if key is lost.

#### **VI. Disclaimer**

- A. It is understood that the Village of Mount Horeb and the Mount Horeb Public Library assume no responsibility whatever for any property placed in the Library. The Village of Mount Horeb and the Mount Horeb Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit or display.
- B. Persons or groups using the Meeting Room agrees to reimburse the Library for any and all costs of repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization or individual refuses to pay for the damage, the matter will be referred to the Village Attorney for legal action.
- C. Groups using the Meeting Room and/or Kitchenette must publish the following disclaimer text in all marketing materials: "This program is not a library sponsored event."

## **VII. Failure to Comply**

- A. The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure library policies are followed. Library staff will have free access to meeting rooms at all times. The library may refuse to book the Meeting Room space for groups that do not comply with the guidelines of this policy; or, ask groups to leave who are not in compliance with the guidelines of this policy.

*Created May 2002; Policy approved by Library Board, August 13, 2002.*

*Amended by the Library Board December 8, 2021.*