



# Irvin L. Young Memorial Library

## MEETING ROOMS POLICY

Following are the regulations for the use of the library including the meeting rooms, lobby, and the library proper. Exceptions to any of these policies may be considered by the library director or Library Board.

### A. AVAILABILITY

#### 1. Permissible Meetings

Library programs and library-sponsored events shall have priority in the use of all library meeting rooms. Community use of meeting rooms will be assigned on a first-come first-served basis to groups primarily serving the needs of the community. Such groups may include:

- a. Civic improvement organizations
- b. Cultural and artistic groups
- c. School, service and social welfare groups
- d. Other groups not covered by exclusions

#### 2. Exclusions

- a. Fund raising, by either profit or non-profit groups; however, planning and training for fund raising by recognized local community service agencies is permitted. Exceptions may be made for library-sponsored events, and programs presented by groups affiliated with the library.
- b. Programs involving the sale, advertising or promotion of products or services.
- c. Programs intended to recruit persons for later fee-based programs.
- d. Programs intended to promote or create business opportunities.
- e. Activities/programs charging admission for attendance. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in

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cooperation with the library, or payment of fees for non-credit education courses conducted by established educational institutions or organizations. In either case, permission must be obtained from the library director.

- f. Personal or family purposes that would not be appropriate in the rest of the library; e.g. birthday parties.
- g. Group activities involving more than normal wear and tear on the meeting room.
- h. A return use by a group that has abused the facilities or regulations in an earlier use of the meeting room.

## B. HOURS OF MEETING AND FEES

The meeting rooms may be used free of charge during library service hours.

## C. MEETINGS

- 1. Groups desiring to use the meeting rooms for meetings must make application to the library director. It is noted that library programs will take precedence over any other group's meeting request.
- 2. Meetings may not be scheduled more frequently than twice a month by any single non-library organization for a period of up to six (6) months. An exception may be granted by the library director for short courses, or similar special events. Over-commitment of the meeting rooms for sequential meetings results in a rigid schedule tying down the room(s) for one particular organization's benefit.

## D. APPLICATION PROCEDURE

- 1. Written application for the use of the meeting room(s) must be made for the use by an authorized representative of the group.
- 2. Upon receipt of an application, a library staff member will accept the application and confirm the booking if the meeting purpose falls within the meeting room policy and proper supervision is assured. The library director will approve or disapprove the application and provide notice to the applicant.

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3. If there is an application which policy does not cover, the application will be referred to the director for approval, or to the Library Board for a final decision.

## E. REASSIGNMENT

In the case of an emergency, or if a library-related program arises which, in the judgment of the library director has priority, the library reserves the right to ask groups to choose an alternate meeting date.

## F. CHILDREN'S GROUPS

Children's groups may use the meeting room(s) provided an adult sponsor makes application, and provided that the meeting is supervised by adult sponsors, unless permission is obtained from the library director.

## G. EQUIPMENT AVAILABILITY AND SET-UP

1. The library will provide chairs, tables, lectern, DVD player and TV, projectors and projection screen, when available, and when these have been requested on the application. However, the group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as clearing away their own equipment.
2. A person responsible for set-up and take-down of the meeting room shall be designated on the application.
3. Storage facilities will not be provided for non-library organizations.
4. The Community Room includes:
  - a. Refrigerator and sink
  - b. Kitchen and serving facilities for light refreshments; but not plates, cups, utensils, glasses, napkins, or other serving items.

## H. OTHER REGULATIONS

1. Alcoholic beverages may not be served.

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2. The library building is a non-smoking facility and smoking is not permitted in any area of the building nor on any portion of the library grounds.
3. Programs may not disrupt the use of the library by others. Any group that is disruptive or disorderly will be asked to leave.
4. The Community Room can be divided into two (2) sections. Two meetings will be scheduled simultaneously if two requests arise and if the projected attendance size allows such scheduling.
5. The group is responsible for clean-up of areas of the building it has used.

## I. TELEPHONE CALLS DURING LIBRARY SERVICE HOURS

The library is unable to carry messages or telephone calls to persons or groups using the meeting rooms. Staff will note any messages as they are received. The group is responsible to check for any messages. In the event of an emergency, staff will attempt to place the caller in touch with the person being called.

## J. PARKING

Groups are encouraged to use street parking during library service hours in order to leave space for library users.

## K. DISPLAYS AND EXHIBITS IN MEETING ROOMS AND DISPLAY CASES

1. Displays and exhibits are subject to the same exclusions as the meeting rooms. A written application is required and must have the approval of the library director at least seven (7) days in advance.
2. The sponsoring organization must agree to set up and take down any exhibits and displays.
3. During the exhibit and display period, groups will continue to use the meeting room(s). The library takes no responsibility for the supervision and security of the exhibits or displays.
4. Displays and exhibits will be limited to a three (3) week period, but extensions may be granted by the library director if there are not other requests for the space.

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## L. AGREEMENT BY USER

1. In consideration for the use of the meeting room(s), each organization agrees that:
  - a. It will pay for all damage to any property of the Irvin L. Young Memorial Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
  - b. It will hold harmless the City of Whitewater and the Irvin L. Young Memorial Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting, exhibit, or display.
2. It is understood that the City of Whitewater and the Irvin L. Young Memorial Library assume no responsibility whatever for any property placed in the library in connection with a meeting, exhibit, or display; and that the City of Whitewater and Irvin L. Young Memorial 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.