

## **MAIN LEVEL MEETING SPACE POLICY**

**Damage Deposit \$20 per room**

**Approved by River Falls Public Library Board of Trustees**

**Approved 8/3/2015**

**Amended 9/8/2105**

The River Falls Public Library provides meeting space on the main level free of charge for Library programs, and for other meetings and programs of an organizational, informational, educational, cultural, or civic nature.

The River Falls Public Library subscribes to the principles set forth in the ALA Library Bill of Rights: "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."

Use of the meeting room, however, does not constitute Library endorsement of the activities, purposes or viewpoints expressed by the groups/individuals involved.

Unless an exception has been made by the Library Director or Supervisor on Duty, meetings held in the Library are considered public meetings, open to all wishing to attend subject to fire codes, ADA requirements, and occupancy load restrictions. Individuals, groups, or organizations using the meeting spaces must fulfill their obligations as enumerated in this policy. Failure to abide by the Library's Meeting Space Policy and rules of conduct may result in the cancellation of, or refusal of future reservations.

Any exceptions to the meeting space policy must be approved by the Library Board of Trustees. Questions involving meeting-related policies and procedures will be resolved by the Library Board. If a group feels that their application has been unfairly denied or that their use of the meeting room is limited, a grievance may be filed with the Library Director, who will direct it to the Library Board. The Library Director or his/her designee assumes responsibility to ensure that policies and procedures are followed and will report any problems to the Library Board.

### **MEETING SPACE PROCEDURES:**

#### **MEETING SPACES**

##### **DAVID M. SMITH MEETING ROOM DESCRIPTION**

The meeting room is equipped with 8 tables, 100 chairs, an amplified podium, a coffee pot, and a vacuum cleaner. There are also screens and white boards on both sides of the room. All other supplies must be provided by the user. Attendance may not exceed the maximum number of people certified as the occupancy limit for the room.

Meeting room limit is 125.

##### **BOARD ROOM DESCRIPTION**

The Board Room is located in the library proper on the south side of the building. There are six (6) tables available, and 20 chairs. Additional chairs are stored in the closet. The room contains a screen and a white board. All other supplies must be provided by the user. Attendance may not exceed the maximum number of people certified as the occupancy limit for the room.

Board room limit is 36

## CHILDREN'S PROGRAM ROOM (SOLARIUM) DESCRIPTION

The Children's Program Room is located in the Children's Library. There are 5 tables available, bench seating, and 8 chairs. Additional chairs may be available from the Smith Room. There is a sink. The room does not have a screen or white board. All supplies must be provided by the user. The room may be used for children's programs, crafting, or other small groups. Attendance may not exceed the maximum number of people certified as the occupancy limit for the room. Solarium Room limit is 35.

## STUDY ROOMS

Study Rooms are located in the library proper. There are three (3) study rooms. Each study room has a built-in table and two (2) chairs. Attendance may not exceed the maximum number of people certified as the occupancy limit for the room. Study Room limit is 2.

## EQUIPMENT

Arrangements for use of AV equipment must be made in advance in the main library. An additional deposit may be required. Library staff are NOT available to operate AV equipment. The equipment listed below is available to meeting room users. Equipment must be reserved in advance of the meeting in order to insure its availability.

- Overhead projector
- Easel
- LCD projector
- Television & VCR or DVD
- Podium

## SCHEDULING/RESERVATIONS

- Reservations can be made for the David M. Smith Meeting Room, Board Room and Children's Program Room. The Study Rooms are first-come, first served.
- A single person or small group may use the meeting rooms on an ad hoc basis if the study rooms are already occupied. Groups that wish to use the meeting rooms on a regular basis (more than a one-time meeting or less than once a month) must make a reservation.
- Reservations for the meeting room will be handled by the Reference Desk staff. Reservations must be made at least 48 hours in advance and will be accepted for a 12 month period for a regularly scheduled meeting time (e.g. 3rd Tuesday from 12:00 -1:00 p.m. from Oct.- Sept.).
- In the event of a cancelled meeting, the Library should be notified at least 48 hours in advance.
- Groups that fail to notify the library of meeting cancellations may have their meeting room privileges revoked.
- The Library reserves the right to limit reservations so that other groups have access to meeting space.
- Groups may be limited to one regularly scheduled meeting per month in the evenings after 5pm and on the weekends.
- After a twelve-month period of regular meetings, the Library will give another group preference in booking the meeting room for a regular meeting on a particular day (e.g second Monday of each month). Regularly scheduled meeting room space is limited, so if a group had a twelve-month period the previous year, it should not expect to have the same date again the following year. After the end of any twelve-month period, the meeting room is available on a first-come, first serve basis for groups that have not had regularly scheduled meetings.
- It is not the responsibility of the Library to contact any group about the nearing expiration of meeting room reservations.

- Library-sponsored or co-sponsored programs take precedence over other groups at all times and only the Library or a library group may sponsor a fund-raising or purely social program in the Library.
- Programs on library premises must be free of charge, but organizations may charge a cost recovery fee for items such as hand-outs, etc. At no time will the library staff be involved in the collection of such fees.
- Hours for the David M Smith Meeting Room are 8:30 a.m.-9:15 p.m. Monday through Thursday, and during library hours Friday, Saturday and Sunday. Special arrangements must be made with the Library staff if meetings extend outside regular library hours.
- The Board Room, Children's Program Room, and Study Rooms reside within the library proper, and therefore, hours for these spaces are the same as library hours. No exceptions.

### ELIGIBLE MEETING ROOM USERS

All groups, whether governmental, for-profit or non-profit are invited to use the Library's meeting spaces; however, no fees may be charged and no sales may be made when using any library space. In general, the Library allows groups to reserve the meeting room on a first-come, first-serve basis but does reserve the right to make schedule adjustments according to the Library's needs. In case of conflict the following order of priority applies: (1) Library programs which involve efforts of Library staff; (2) Local/City government meetings/programs - official meetings or programs of government agencies or departments. (3) Other groups not falling into the first two categories.

Groups whose members are under the age of eighteen must be accompanied by at least one adult chaperone for each fifteen participants.

### BUILDING SECURITY

If the library is open, library staff will be responsible for assuring that windows and doors are locked securely after the last of the group has exited. Meetings in the Board Room and Children's Program Room must be completed and participants must vacate the room before the library closes.

If the library is closed, the custodian will be responsible for assuring that windows and doors are locked securely after the last of the group has exited, and for checking the rest rooms to ensure they are not occupied.

By signing a Meeting Space Contract, organizations or individuals agree to limit their activities to the reserved meeting space area.

### DAMAGES AND LIABILITY

Each individual, group, or organization assumes the full responsibility for any damages incurred resulting from the use of meeting room facilities. A damage deposit of \$20 per room use is required at the time of reservation

If damage is noted, the deposit will be forfeited and the individual, group, or organization will be billed for the full amount of damage assessed.

Abuse of the facilities will be sufficient cause to deny further use of the room. The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group, or organization using its meeting room.

Any individuals, groups, or organizations holding a meeting in the Library must fully release and discharge the River Falls Public Library, the Library Board of Trustees, the City of River Falls, its

officers, agents and employees from any and all claims from injuries, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting.

### SET-UP, CLEAN-UP, FURNITURE ARRANGEMENT

Each group is responsible for arranging the meeting room for their use, picking up refuse, and leaving the room clean for the next group. If the room is not properly cleaned after usage, the group may be denied further use of the room.

Furniture and chairs should be restored to their original arrangement when the group leaves. The Library does not provide storage for the property of organizations or individuals meeting in the room, and does not accept responsibility for materials that are lost or damaged

Refreshments shall be limited to simple offerings (coffee, punch, cookies, donuts, etc.) or box lunches, and all supplies must be furnished by the group. If food is served, tables must be wiped down.

Cleaning supplies are available in the cabinets of each room. A vacuum cleaner is available.

### OTHER RULES AND REGULATIONS

- SMOKING or vaping is not permitted anywhere in the library. A receptacle for ash and cigarette butts is provided outside the building.
- No ALCOHOL may be served or consumed.
- All programs must be appropriate to the facilities and should not be disruptive to library functions. Groups will receive one warning for excessive noise or disruption. Further disruption may be cause for denial of room use.
- No tape or tacks may be used on the walls.
- Library staff will not accept calls or relay messages to people attending meetings except in emergencies.
- No animals will be allowed in the library without permission.
- Debris should not be left on the carpet. A vacuum cleaner is available.
- Groups that wish to socialize after their scheduled meeting time must do so outside the library building.
- Groups are permitted to put up a small directional sign (8 ½"x11"). Other sign boards and easels may not be set up in circulation areas, lobby or stairwell as they may be disruptive or cause congestion.
- No sleeping in the meeting rooms or study rooms.