

River Falls Public Library

Meeting Room Policy

Damage deposit \$20

Revised 10/2009

The River Falls Public Library provides meeting room space in the David M. Smith Room (main level) free of charge for Library programs, and for other meetings and programs of an informational, educational, cultural, or civic nature. Rooms may not be used by organizations for commercial purposes, or for private social events for individuals.

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

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 room must fulfill their obligations as enumerated in this policy. Failure to abide by the Library's Meeting Room Policy and rules of conduct may result in the cancellation of, or refusal of future reservations.

Any exceptions to the meeting room 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 the Library Director's designee assumes responsibility to ensure that policies and procedures are followed and will report any problems to the Library Board.

MEETING ROOM PROCEDURES

MEETING ROOM DESCRIPTION

The meeting room is equipped with a coffee pot, 8 tables, 100 chairs, and a vacuum cleaner. 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.

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. An additional deposit may be required.

- Overhead projector
- LCD projector
- Microphone & stand
- Slide projector
- Easel

- Television & VCR & DVD player

SCHEDULING/RESERVATIONS

- 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. 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.
- Hours for the meeting room are 8:00 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.

ELIGIBLE MEETING ROOM USERS

All groups, whether governmental, for-profit or non-profit are invited to use the Library's Meeting Room; however, no fees may be charged and no sales may be made when using the Library Meeting Room.

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 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

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 Room Contract, organizations or individuals agree to limit their activities to the meeting room 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 meeting room use is required at the time of reservation. If no damage has been noted, the deposit will be refunded. However, if damage is noted, the damage deposit will be forfeited, and any additional costs to repair damage will be assessed. Those groups/ individuals, who have been assessed damages, and who have reserved the room for more than one usage, will

be required to forfeit the original deposit, and re-submit another deposit to resume use of the Meeting Room. 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 will forfeit the damage deposit. 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 cabinet under the sink.

OTHER RULES AND REGULATIONS

- SMOKING 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.
- No tape or tacks may be used on the walls. Doing so will result in loss of deposit.
- 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.