

## **River Falls Public Library Lower Level Use Policy**

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

Approved: 9/8/2003, Amended 10/2009, 12/2009, 11/2019, 4/12/2021

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#### **OVERVIEW**

This policy relates to use of the lower level when the library is open. For information about renting the lower level when the library is closed, please refer to the Lower Level Rental Policy.

When the public library invites the community to use spaces within the library, the library upholds the First Amendment of the United States Constitution, which prevents government from making laws which abridge the freedom of speech.

The library also subscribes to the principles set forth in the American Library Association's Bill of Rights, Amendment VI, which states that "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 meeting rooms does not constitute Library endorsement of the activities, purposes or viewpoints expressed by the groups or individuals involved.

The River Falls Public Library provides meeting room space for Library programs. When not in use for library activities, these meeting rooms are made available to the public for other meetings and programs of an informational, educational, cultural, or civic nature. Rooms may not be used for commercial purposes or for private social events.

Public spaces cannot be reserved exclusively for long-term exhibition or display. Approval is granted only for a single meeting/event or a brief series of meetings/events. Rooms are not intended for a group's regular meetings or events.

#### **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.
- 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.
- 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 entrance fees.

#### **ROOM INFORMATION**

The lower level is equipped with 20 tables and 200 chairs.

Attendance may not exceed the maximum occupancy limit for the room.

## **GALLERY**

- Maximum Occupancy: 227
- 56 X 44 sq. ft.
- Screen
- Folding stage

## **COMMUNITY ROOM**

- Maximum Occupancy: 286
- 40 x 54 sq. ft. +
- This area may be divided into two rooms; each is approx. 40 x 17 sq. ft.
- NOTE: Room A has a structural column that reduces sight lines/usable space.
- 20 tables
- 200 chairs
- Speaker's podium
- Speaker's platform (2 portable raised platforms) 12'X16'
- Sound equipment (microphone, amplifier)
- Screen

## **ROOM CAPACITY**

Theatre style seating:

- 1 head table
- Theatre style seating for up to 140 people (Rows of chairs with center aisle)

Classroom style:

- 1 head table
- 14 Tables in classroom style for up to 42-60 people  
(seating for 60 would require chairs to be placed at ends of tables.)

Conference/meeting style:

- 42-60
- 8-10 Tables in a square
- Seating for 18 - 25 people

## **KITCHEN**

A small kitchen equipped with refrigerator, microwave oven, coffee maker, and sink is available. All other supplies must be provided by user. Request for use of kitchen must be made at time room is reserved. Kitchen clean-up is the responsibility of the sponsoring organization. A check list is posted. Failure to leave the kitchen clean will result in forfeiture of deposit.

## **EQUIPMENT**

The equipment listed below is available for use in the lower level. Equipment must be reserved in advance of the meeting in order to insure its availability. An additional deposit may be required.

- Podium
- Microphone
- Overhead projector

- Slide projector
- Small easel
- Small whiteboard
- Television
- DVD player
- LCD projector

## **DAMAGES AND LIABILITY**

Each individual, group, or organization assumes the full responsibility for any damages incurred resulting from the use of meeting room facilities. 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.

## **RULES FOR USE (during open hours)**

1. Special arrangements must be made with the Library staff if meetings extend outside regular library hours. No permission will be given to enter the library more than 30 minutes before opening.
2. Rooms are available to non-profit organizations for informational, educational, cultural and civic engagement of interest to the general public.
3. For-profit organizations may use the rooms for staff training, interviewing, and staff activities, and for public information, but not for sales, recruitment, or solicitation.
4. All programs must be appropriate to the facilities and should not be disruptive to library functions.
5. Minors (under eighteen years of age) must have the meeting room application signed by a sponsoring adult who must also be present at the meeting.
6. Organizations may charge a cost recovery fee for their programs, such as hand-outs, etc. At no time will the library staff be involved in the collection of such fees.
7. Food and non-alcoholic beverages may be served with prior approval. Kitchen facilities do not accommodate cooking. A request for use of the kitchen must be made at the time a meeting room is reserved.
8. Tobacco, vaping and alcohol are forbidden.
9. Neither the Library Board of Trustees nor River Falls Public Library or City of River Falls is responsible for accidents, injury or loss while using the meeting rooms.
10. Sponsoring groups accept responsibility for set-up and take-down of chairs, tables, and general clean-up (chairs stacked; tables wiped off, folded and stored; all trash in waste baskets; kitchen cleaned if used; tables wiped down.) Cleaning supplies are available in the table closet. Failure to do so may result in loss of use privileges.
11. Library staff will not accept calls or relay messages for people attending meetings except in emergencies.
12. No tape or tacks may be used on the walls.
13. Do not adjust window blinds without staff.
14. Please do not touch the piano.
15. Only Service Animals will be allowed in the library without permission.
16. Copyrighted videos may not be shown without a license.
17. Specific rules governing the meeting rooms are established by the Library Board and are supervised by the Library Director.
18. Staff reserves the right to monitor activities at all times.

**CONTACT INFORMATION:**

For more information on reserving a meeting room during-open hours, please contact the Reference Librarian at 715-425-0905.

**Sunset Clause:** The purpose of this clause is to protect the health of patrons and staff during community recovery from COVID-19. Meeting room occupancy limits will be used to maintain proper social distancing and may change depending on the activity rate of Covid-19 cases in Pierce and St. Croix County.

Rooms are only available during walk-in hours. Those hours may vary.

Due to high demand, groups may only reserve a meeting space once per month for evening meetings that go past 6:00 p.m.

The kitchen and coffee pots will not be available. Banquet style food and beverages are prohibited. Individuals may bring their own food and drink for personal consumption. Please do not share food and beverages with other members of your group.

The library will provide cleaning supplies. Do not bring your own cleaning supplies. Groups are expected to clean rooms after use. Spray and wipe down all tables, chairs, equipment, etc. used by the group.

Groups using the lower level community room or gallery will be responsible for securing the doors when exiting the library after 8:00 p.m. Please exit through the doors in the lower level unless the elevator is needed for accessibility.

This clause will expire on August 1, 2022.