

River Falls Public Library
Lower Level Rental Policy
Approved: 11/2019

OVERVIEW

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

When the Library is closed and space is available, the lower level Community Room, kitchen and gallery may be rented to non-profit organizations for informational, educational, cultural or civic events that are held open to the public. Rooms may not be used for commercial purposes or for private social events.

The Library cannot honor a rental agreement if a special election is called.

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.

RENTAL OF LOWER LEVELS (during closed hours)

- The rental fee for one or more of the lower level rooms is \$50 a day for events lasting four or less hours.
- Each additional hour may be rented for an additional \$10.
- A \$100.00 deposit is required. The deposit will be refunded if there is no damage to the library or everything contained in the library, the lower level rental space is left clean, and all keys are returned to the Reference Desk within 24 hours of completion of the event.
- At least two weeks before the event, a rental agreement must be signed in person at the Reference Desk.
- Fees are due upon signing of the rental agreement.
- A picture ID and proof of address are also required at the time of signing the rental agreement.
- Keys must be picked up no less than 48 hours prior to the event and must be returned within 24 hours after the event.
- Cancellations can be made no later than 48 hours of the prior to the event.
- Non-profit groups may charge an entry fee only if the library is closed. At no time will the library staff be involved in the collection of such 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: The room 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

COMMUNITY 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 either the gallery or the community room of 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 OF RENTAL

1. Space must be reserved with a signed rental agreement and deposit at least two weeks in advance. All programs must be appropriate to the facilities and held open to the public.
2. Minors (under eighteen years of age) must have rental agreements signed by a sponsoring adult who must also be present at the events/meetings.
3. Organizations may charge an entrance fee or recovery fee for their events/meetings. At no time will the library staff be involved in the collection of such fees.
4. 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 the lower level is reserved.
5. Tobacco, vaping and alcohol are forbidden.
6. **Sponsoring group accepts 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 forfeiture of security deposit and/or loss of use privileges.**
7. No tape or tacks may be used on the walls.
8. Do not adjust window blinds without staff.
9. Please do not touch or unplug the piano.

10. Only Service Animals will be allowed in the lower level. Animals used in connection with the planned event may only be allowed if a thorough written request is submitted to and approved by the library director. The director's decision is final.
11. Copyrighted videos may not be shown without a license, a copy of which must be submitted at the time of the rental agreement.
12. Staff reserves the right to monitor activities at all times.

CONTACT INFORMATION

For more information about renting the lower level during closed hours, please contact the Reference Librarian at 715-425-0905.