

# **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, 5/2/2016

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Room Use Fee: \$25.00 per day

Damage deposit: \$50.00

The River Falls Public Library provides meeting room space for Library programs. When not in use for library activities, the rooms are made available 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 or individuals involved.

### **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 fees.

The Community Room is equipped with 20 tables, 200 chairs, an equipment cart, podiums, sound system, screen, 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.

### **ROOM INFORMATION**

#### **GALLERY**

- Maximum Occupancy: 227
- 56 X 44 sq. ft.
- Display pedestals
- Hanging rail system
- Movable display walls
- Speaker's podium
- Chairs
- Screen
- Folding stage

- Ladder available. Please ask staff.

## **MULTI-PURPOSE 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 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
- Microphone & stand
- Slide projector
- Easel
- Video projector & VCR
- Television & VCR
- LCD projector

## **RULES FOR USE**

1. Hours for the Lower Level Community 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.
2. Rooms are available to non-profit organizations for educational, cultural and other meetings 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. The community room is designed for changing events open to diverse groups and cannot be reserved exclusively for long-term exhibition or display. Approval is granted only for a single meeting or a brief series of meetings. Rooms are not intended for a group's regular meeting place.
5. Space must be reserved seven (7) days in advance. Shorter notice will be given consideration depending on availability and staff.
6. All programs must be appropriate to the facilities and should not be disruptive to library functions.
7. 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.
8. There will be a flat fee of \$25.00 for use of the space. The only exceptions are library-sponsored programs
9. 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.
10. 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 meeting room is reserved.
11. Tobacco and alcohol are forbidden.
12. 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.
13. 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 will result in forfeiture of deposit.
14. Library staff will not accept calls or relay messages for people attending meetings except in emergencies.
15. No tape or tacks may be used on the walls. Doing so will result in loss of deposit.
16. No animals will be allowed in the library without permission.
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.

## **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 \$50 per meeting room use is required at the time of reservation. If no damage has been noted, the deposit will be refunded by mail. However, if damage is noted, the damage deposit will be forfeited, and any additional costs to repair damage will be charged to the sponsoring organization. Those groups or 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.