

# Verona Public Library Meeting Room Use Policy

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## **I. Purpose of Policy**

The Verona Public Library provides space for meetings in the Community Room and the Conference Room (Study Room 3A-B). To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Verona Public Library Board of Trustees sets forth the following policy governing the use of the library meeting rooms.

## **II. General Regulations**

(A) To further the library's mission, the library provides space for community meetings, programs, or events of an educational, cultural, or civic nature.

1. Meetings, programs, or events with the intent to make money or for which payment is required for attendance, or any form of solicitation is made for potential clients, products or services, are prohibited.
2. The meeting rooms may be reserved and used by residents of the South Central Library System area and by residents of other counties that provide funding to the Verona Public Library. The only exception is for meetings, programs, or events affiliated with, or sponsored/co-sponsored by the library or a governmental unit.

(B) Meeting rooms are for use primarily for library, library-affiliated or library-sponsored/co-sponsored meetings, programs, or events. However, meeting rooms are also a community asset, and the Library Board of Trustees wishes to encourage their use by area community groups when not in use for library functions. Requests are considered in the following order:

1. City of Verona governmental units
2. Community non-profit educational, cultural, or civic organizations
3. Dane County, State of Wisconsin, and United States governmental units
4. All other individuals, organizations or groups that meet the use requirements set forth in this policy.

(C) Businesses may use the meeting rooms for not-for-profit activities. Only library or governmental unit-affiliated, -sponsored, or co-sponsored meetings, programs, or events may involve monetary solicitation, sale of items, or fund-raising activities. Programs involving the sale or the solicitation for the future sale of commercial products or services are prohibited.

(D) Gatherings must be open to the public.

(E) Events of a strictly social nature such as parties, weddings, bridal or baby showers, etc. are not permitted.

(F) Persons requiring a sign language interpreter or other Americans with Disabilities Act (ADA) accommodations to access library sponsored or co-sponsored programs must contact the library no less than seven (7) days before the scheduled program to make the necessary arrangements at the library's expense. The library is not responsible for providing an interpreter or other accommodations for groups using the library's meeting room space. Groups or organizations holding any function at the library must be prepared to provide and pay for qualified ADA interpreters or other accommodations if requested to do so.

(G) Meetings or programs that would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk are prohibited. The library retains the right to stop meetings or programs that were approved but are disruptive in the same manner. Individuals attending meetings or programs must

comply with all library policies and shall immediately cease actions deemed in violation of these policies upon request.

(H) Use of a meeting room by any group or organization does not in any way constitute an endorsement by the library of the group or organization, its activities, or of the ideas and opinions expressed during the course of meetings or programs held at the library.

(I) Publicity generated by a group or organization for a meeting, program, or event in a library meeting room may recite the library name, address and appropriate room designation. Publicity may not identify or imply the library as a sponsor. The library phone number shall not be used as a contact number, nor shall groups use the library as a mailing address. Furthermore, in order to provide as much access to the meeting rooms as possible, use of meeting rooms as a place to conduct regular business or as a place to hold office hours is prohibited.

(J) A sign advertising a meeting or program not sponsored by the library may be placed on the public bulletin board in the library vestibule. Any items elsewhere on the library's property will be removed and destroyed by the library. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group.

(K) The meeting rooms may not be used for meetings or discussions if the content of the meetings or discussions tends to incite an immediate breach of the peace.

(L) The meeting rooms may not be used for meetings or discussions that encourage or promote violence against or physical injury to individuals or groups of individuals.

(M) The library retains the right to deny use of the room if an individual, group, or organization intends to engage in criminal behavior.

(N) Political Party meetings are prohibited.

### **III. Definition and Description of Rooms Available**

(A) Community Room: This room can be used in whole or parceled into two separate rooms referred to as A or B. Together they have a standing room fire code capacity of 182 people. When separated, A holds 99 people and B holds 83 people. With tables and chairs the room will seat 100 people, or 50 people on each side. Along with tables and chairs, the following items are available for use in this space only: projection screen, lectern, easels, movie-screen-sized white board, flat panel TV, Blu-Ray player, wireless Internet access, overhead projector, microphone and amplification system, and kitchenette with refrigerator, microwave, and coffee pot. In the event the room is divided, only the group that has booked side A has access to the audio visual equipment and the group that has booked side B has access to the kitchenette.

(B) Conference Room: This room doubles as a conference room that seats 16 people with tables and chairs, or a divided room split by an accordion divider curtain. When divided the rooms are considered study rooms 3A and 3B and their use is governed by the Study Room Policy. They seat 8 people each. Study room A has access to a white board, flat panel TV, and DVD player.

(C) The Story Time Room is not for use by the public.

### **IV. Application and Scheduling**

(A) Reservation of meeting rooms is on a first-come, first-served basis, subject to the priority criteria set forth in Section II (B).

(B) Individuals, groups, or organizations wishing to use a meeting room must complete the Meeting Room Use Application or register online and receive approval of the library prior to use of a meeting room. Approval will usually occur during the application/scheduling interaction with library staff. Applications that do not clearly fit within the usage policy will be referred to the Library Director or his or her designee for further consideration. In such cases, no group or organization shall consider a meeting room booked until its Responsible Party is contacted by the Library Director or his or her designee. A new application must be filed any time the person designated on the application form as the Responsible Party for the organization or group should change. It is acceptable for the library to receive a signed copy of the Meeting Room Use Application by fax or by e-mail attachment via a scanned image.

- (C) The Responsible Party for the room is the person under whose name the reservation was made. That person will have signed the Meeting Room Use Application. Signing the Meeting Room Use Application confirms that the Responsible Party has read, understands, and accepts the Meeting Room Use Policy. Signing the Meeting Room Use Application also consents agreement that the signee is responsible to pay the library all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.
- (D) The Responsible Party must be at least 18 years of age to reserve a meeting room. Children and young adults are encouraged to use the meeting rooms but only with the supervision of one or more adults at least 18 years of age.
- (E) Meeting room reservations may be scheduled at the reference and circulation service desks in person during library hours of operation. Reservations will be accepted by phone or via e-mail provided the person making the reservation has a Meeting Room Use Application on file. Dates and times should be booked at least two (2) weeks in advance but may not be made more than two (2) months in advance. Scheduling requests submitted less than two (2) weeks in advance will be accommodated whenever possible, but submitting a Meeting Room Use Application before or after the preferred two (2) week advance notice does not guarantee approval.
- (F) An organization or group may reserve a meeting room no more frequently than 20 times in a calendar year. The only exceptions will be for meetings of City of Verona governmental units. Limits on the use of meeting rooms are established to provide as much access to the meeting facilities as possible to as broad a range of organizations and groups as possible.
- (G) Groups and organizations may not schedule several alternative meeting times. The time and date of each meeting must be firm when a room is booked.
- (H) The meeting rooms are available during the library's regularly scheduled hours of operation. All groups must be out of the rooms fifteen (15) minutes prior to closing time. The only exceptions will be for meetings of City of Verona governmental units. On a case-by-case basis, the library may permit a group or organization to arrive up to one (1) hour and 15 minutes prior to the library's regular hours of operation, provided there are library staff available to work those hours.
- (I) No restrictions apply to the scheduling of library, library-affiliated or library-sponsored/co-sponsored meetings, programs, or events. Meeting room use for library business takes precedence. The library retains the right to reserve rooms before they are open to public reservations or to cancel a scheduled and confirmed meeting room reservation when it conflicts with a library or library-sponsored meeting, program, or event. Every effort will be made to avoid conflicting schedules. However, if a cancellation is necessary, advanced notice will be given to the Responsible Party of a group or organization.
- (J) In the event of severe weather, the library retains the right to cancel or limit the time a group or organization has reserved for meeting room use. If possible, the library will attempt to contact the Responsible Party in advance of severe weather cancellations.
- (K) The library will be supplied with the estimated attendance for every meeting. In an effort to provide as much access to the meeting facilities to as broad a range of organizations and groups as possible, the library retains the right to match the anticipated attendance at a meeting with the room the library feels is most appropriate. Advanced notice will be given if a room switch is necessary.
- (L) Groups that reserve space but do not occupy it are subject to loss of meeting room privileges unless they cancel prior to the scheduled reservation.

## **V. Additional Rules and Conditions**

- (A) While meeting rooms can be used by groups that are less than eight (8) people, the library encourages groups less than eight (8) to use the study rooms.
- (B) Users are responsible for the setup and take-down of tables and chairs. Library staff is not available to assist. Furniture may not be moved into or out of meeting rooms. All rooms must be restored to their original order and all equipment returned to the front desk. Excessive trash must be disposed of in the dumpster. Tables must be wiped down. Cleaning products are available in the Community Room

kitchenette. Setup, cleanup and restoration of furniture to its original arrangement must be accomplished within the scheduled time for the meeting.

(C) Fire and emergency exits shall not be blocked by furniture or other equipment.

(D) Child safety electrical outlet plugs have been installed in all the outlets in the meeting rooms. Patrons shall notify the circulation desk if outlet plugs are missing.

(E) User groups of 30 or more shall obtain parking instructions prior to use of the room to maintain ample parking and access to the building for other library patrons.

(F) No decorations, wall hangings, presentation materials or any other items may be taped, stapled, glued or in any way fastened to walls, ceilings or fixtures. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the Responsible Party.

(G) The library will not provide storage space for groups or individuals using the meeting rooms. Materials and equipment brought into the meeting rooms for use by a group are the responsibility of the group. The library cannot assume responsibility for the security of private materials or equipment.

(H) Except in emergencies, the library staff will not accept calls or relay messages to people attending meetings.

(I) Light refreshments may be served in the Community Room and the Conference Room. Use of slow cookers or roaster ovens is permitted but must not be left unattended. Use of candles, other open flames, hotplates, electric griddles, or other direct heat sources is prohibited. Use of tobacco products and consumption of alcohol on library premises are prohibited. An organization or group serving refreshments is responsible for cleaning the room and for removing all refreshments from the room at the conclusion of the meeting (see Sec. V, B). The library does not provide plates, cups, utensils, etc. The library does have a cart available on request for transporting refreshments, utensils, etc. Library staff will not assist with the delivery or removal of refreshments.

(J) The library reserves the right to deny future use of the meeting rooms to individuals, groups, or organizations whose previous conduct has resulted in damage or disregard of the guidelines, regulations, conditions, or rules of conduct in this policy.

## **VI. Charges and Fees**

(A) Use of library meeting rooms is free of charge provided that this policy is followed.

(B) If the room is not restored to its original order and it would require extra custodial organization or cleaning, the library will bill the Responsible Party a charge of \$30 to cover the cost of that labor.

(C) If the room is damaged beyond normal wear and tear, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.

(D) If library equipment is missing after a group has used the room, the library will bill the Responsible Party for the costs of replacement.

(E) Any group whose use of the meeting rooms goes beyond the library's regularly scheduled hours of operation will be financially responsible for the overtime costs to staff the library beyond its normal schedule. The library will bill the Responsible Party the for the overtime costs.

(F) For any of the above instances in Sec. VI, the individual, group, or organization will not be permitted to reserve meeting room space again until all charges have been paid in full.

### **Appendix to the Meeting Room Use Policy Includes:**

“Meeting Room Use Application”

This policy replaces any previous policy regarding the library meeting rooms.

Adopted April 1, 2009

Revised July 1, 2009

Reviewed May 4, 2011

Reviewed May 2, 2012

Reviewed May 1, 2013

Revised June 3, 2015

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## Meeting Room Use Application

- Please fill out this form completely. Missing information may cause delays in scheduling.
- Scheduling requests should be made at least two weeks in advance, but will not be accepted more than four months in advance of the requested date(s).
- Your request is not scheduled until you receive confirmation from the library. This typically will be immediate. However, applications that do not clearly fit within the usage policy will be referred to the Library Director or his or her designee for further consideration. In such cases, no group or organization shall consider a meeting room booked until its Responsible Party is contacted by the Library Director or his or her designee.

Organization Name \_\_\_\_\_

Responsible Party's Name \_\_\_\_\_

Address \_\_\_\_\_ City/ST/ZIP \_\_\_\_\_

Phones (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell) \_\_\_\_\_

(FAX) \_\_\_\_\_ E-mail \_\_\_\_\_

Date(s) and Time(s) of Meeting(s) \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_ Room Preference (circle one): *Community Room* | *Conference Room*

Tables, Chairs, Equipment Needed \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

How would your proposed program serve members of the community? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
***I have read, understand, and accept the Meeting Room Use Policy. Signing the Meeting Room Use Application also consents my agreement that as the signee I am responsible to pay the library all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.***

Signature of Responsible Party: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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<p>Library Use Only: Meeting Date and Time _____</p> <p>Library Staff Approval (initials) _____ Date _____</p>
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