

Verona Public Library
Meeting Room Use Policy

I. Introduction

The Verona Public Library, in accordance with its mission to enrich lives and build community by providing opportunities to discover, connect, learn, and enjoy, offers space for community meetings, programs, or events of an educational, cultural, or civic nature.

Meeting rooms are intended 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.

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 rules governing the use of the library meeting rooms.

II. Definition and Description of Rooms Available

The library has two (2) meeting rooms. The library defines a meeting as a group with more than eight (8) people in attendance.

- (A) Community Room has a standing capacity of 182 people. With tables and chairs the room will seat 100 people or 50 people on each side.
 - a. Along with tables and chairs, the following items are available for use in this space: lectern, movie-screen-sized white board, flat panel TV, Blu-Ray player, wireless Internet access, overhead projector, microphone and amplification system, Hear Loop, and kitchenette with refrigerator-and microwave.
 - b. This room can be used in whole or parceled into two separate rooms referred to as A or B. When separated, A holds 99 people and B holds 83 people. When the room is divided, side A has access to the audio visual equipment and side B has access to the kitchenette.
- (B) Conference Room seats 16 people with tables and chairs and contains a whiteboard and overhead projector.

III. Reservation of Rooms and Hours Available

- (A) Meeting rooms require a reservation before use.
- (B) Reservations may be made up to two (2) months in advance in person, via email, or over the telephone.
- (C) Walk in reservations are acceptable.
- (D) Responsibility for the room lies with the patron who reserves the room. Registering to use a meeting room confirms that the Responsible Party has read, understands, and accepts the Meeting Room Use Policy and also consents agreement to pay the library all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.

- (E) A person must be at least 18 years of age to reserve a meeting room. Any minors occupying a meeting room must have adequate adult supervision.
- (F) An organization or group may reserve a meeting room no more than 20 times in a calendar year. The only exceptions will be for meetings of City of Verona governmental units.
- (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. The library may permit a group or organization to arrive up to one (1) hour prior to the library's regular hours of operation, provided there is library staff available.
- (I) 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.

IV. Rules of Use

- (A) Businesses may use the meeting rooms for not-for-profit activities.
 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, or the future sales of commercial products or services, are prohibited.
 2. Use of meeting rooms as a place to conduct regular business or as a place to hold office hours is also prohibited.
- (B) Only library or governmental unit-affiliated, -sponsored, or co-sponsored meetings, programs, or events may involve monetary solicitation, sale of items, or fundraising activities.
- (C) 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.
- (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) 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. The library is not responsible for providing an interpreter or other accommodations for groups using the library's meeting room space.
- (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.
- (H) Groups or organizations using meeting rooms must comply with all library policies. Failure to do so will result in suspension or termination of an individual's meeting room privileges.
- (I) 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.
- (J) 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's mailing address or phone number shall not be used as a contact information.

- (K) 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.

V. Additional Rules and Conditions

- (A) Users are responsible for the setup and take-down of tables and chairs within the scheduled time for the meeting. 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.
- (B) Fire and emergency exits shall not be blocked by furniture or other equipment.
- (C) 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.
- (D) 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 is not responsible or liable for lost, stolen, or damaged personal materials or equipment left in meeting rooms. Items left behind may be placed in the lost and found.
- (E) Except in emergencies, the library staff will not accept calls or relay messages to people attending meetings.
- (F) 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. The library does not provide plates, cups, utensils, etc.

VI. Charges and Fees

- (A) Use of library meeting rooms is free of charge.
- (B) If the room is damaged beyond normal wear and tear, or if library equipment is missing after a group has used the room, 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.

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

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