

Monona Public Library

Meeting Room Policy

The Library encourages use of library meeting rooms by community groups. This policy applies to community use of the library meeting rooms for non-library functions.

Facilities Available

The Forum Room is located on the lower level of the building. Normally furnished with up to 100 chairs, the room has a maximum capacity of 130 people. Tables and a speaker's stand are also available for use. This room is multilevel, having a small stage at one side and a wheelchair accessible viewing platform.

The Conference Room is located downstairs in the library next to the library staff workroom. It is normally furnished with a conference table that seats 12 people. The room can accommodate 25 people. It is fully accessible.

Three small study rooms (accommodating two to three people) are available on the library's main floor. Guidelines for these rooms are outlined below.

Note: The Media Room operates under a separate policy.

Hours

Meetings should take place during regular library hours of operation and must end 15 minutes before the library's scheduled closing time. Exceptions must be approved by the library director.

Reservation Priorities

Groups must apply in writing for use of a meeting room (see Meeting Room Use Reservation Form). Reservations must be made by a responsible member of the organization, age 18 or over, who will see that all the regulations are followed.

Rooms may be reserved no more than 90 days in advance of the meeting date. Exceptions are made for library-sponsored programs and meetings of City of Monona governmental units. The Library reserves the right to pre-empt reservations; however, the Library will not pre-empt within two weeks of the scheduled meeting date. If more than one group wants a room for the same time, priority will be given as follows:

1. Library programming or library-related meetings;
2. All other organizations in order by date of application.

In the event of an emergency the library reserves the right to close the library and cancel all use of its meeting rooms.

Hold Harmless Agreement

The user must abide by the rules stated in this policy, indemnify the library from any damage caused by the user, and hold the Library, the City of Monona and its employees, free from any liability.

Limitations

Meeting rooms may *not* be used for:

- Sales or promotional meetings by for-profit companies.
- Private social functions such as personal or family gatherings.
- Programs which promote one political candidate or party; however, informational programs that present all viewpoints are permitted.
- Programs for which there is an admission charge or ones designed as fund-raisers – except by prior permission of the Monona Public Library Board.
- Storage of materials or equipment.
- Any purpose which may interfere with the regular operation of the Monona Public Library
- Meetings of groups under 18 years of age unless one or more adult sponsors supervise them.

Fees

There are no fees for patron use of study rooms.

The Library Board has established the following rental fees for the meeting rooms to help defray maintenance and cleaning costs.

Overhead fee – Charged to everyone:

- *There is an overhead fee of \$10.00 for all rentals regardless of other fees or waived fees.*

Additional Charges:

- *\$5.00 per hour for a meeting/program, plus a \$15.00 for special setup or additional furniture if required.*

The fee structure does not apply to the library or official City of Monona meetings. Fees may be waived or altered for other groups by prior approval of the Library Director or his/her designee.

All groups are subject to additional charges for any damages to the property or special cleaning required. The responsible party designated on the application

form shall be responsible for paying the cost of any damage or loss incurred by the Library as the result of actions by members of the group using the room. 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, etc. The organization or group will not be permitted to reserve meeting room space again until the costs of repairs or replacement of damaged items have been paid.

Conditions For Use

It is assumed that the user will:

- Do meeting setups and return the room to its former arrangement when finished.
- Put all refuse in the wastepaper baskets provided.
- Not affix anything directly to the walls of the meeting rooms without prior consent.
- Not block fire exit doors in any way
- Not exceed designated maximum room capacity.
- Turn off all lights when leaving.
- Leave area in good condition.
- Not disrupt the use of the library by others.

Persons attending meetings are subject to all library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms.

Library staff may enter and remain in a meeting room at any time during a scheduled meeting.

The library staff will not accept calls or relay messages to people using the meeting rooms except in emergency situations.

The library will not provide storage space for any groups using the meeting rooms. The library director or his/her designee must approve any exceptions. (See similar statement under "Equipment".)

Refreshments are not allowed in the meeting rooms without prior approval of the library director or his/her designee. Alcoholic beverages are not permitted in the Library. Smoking is not permitted in library meeting rooms or in any area of the library.

Equipment

Organizations may operate their own audiovisual equipment in the meeting rooms with the prior approval of the library director or his/her designee or library audiovisual equipment may be scheduled in advance if desired. The usual rental fees for this equipment will be charged.

The library is not responsible for equipment or materials owned by a community group and used in the library. Such equipment may not be stored at the library without consent of the library director.

Disclaimer

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

The Library Board may consider exceptions to any of these policies.

Study Rooms

Three study rooms are available for patron use while in the library. One room is designated as a "Literacy Room" and can be booked several weeks in advance.

The other two study rooms may be scheduled in advance at the desk. If not scheduled, they may be used on a "first-come, first-served basis" by asking at the circulation desk.

- Persons under the age of 18 may reserve study rooms.
- Room capacity is limited to a maximum of 3 or 4.
- Rooms may be used for up to two hours at a time.
- Users are required to adhere to all regular library rules and regulations.
- Users are responsible for any damages incurred to the study rooms.

Group Computer Room

In addition to study rooms, the library provides a "Group Computer Room to be used by up to four people. There are two computers available. These are booked on a first-come-first-served basis and may be used for up to one hour at a time.

Policy approved by Monona Library Board 12-18-2007.