

# **Portage Public Library MEETING ROOM USE POLICY**

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## **I Purpose**

The primary purpose of the library's meeting rooms is to allow the library to hold meetings that expand access to information and extend the library within the community. To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Portage Public Library Board of Trustees sets forth the following policy governing the use of the library meeting rooms.

## **II Eligibility**

- (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. Non-library programs, meetings, or events involving the sale, advertising or promotion of products or services are prohibited.
  - 2. The Library's meeting rooms may be used by any resident with a current library card issued by a South Central Library System member library. The only exception is for meetings, programs, or events affiliated with the Library.
- (B) Meeting rooms are for use primarily for library, library-affiliated or library-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.
- (C) Businesses may use the meeting rooms for not-for-profit activities. Only Library-, City, or County-affiliated meetings, programs, or events may involve monetary solicitation, sale of items, or fundraising 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) Private social functions, such as parties, showers, reunions, etc. are not permitted.
- (F) Persons requiring a sign language interpreter or other Americans with Disabilities Act (ADA) accommodations to access library 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 upon reservation 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 in the library's lobby, with the Library Director's approval. Any items elsewhere on the Library's property will be removed and destroyed by library staff. 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) Bidwell Room: This meeting room, located on the North side of the library's lobby, will accommodate approximately 100 people in a theater-style setting. Along with tables and chairs, the following items are available for use in this space only: projection screen, multimedia projector, overhead projector, podium, whiteboard, wireless Internet access, and kitchenette with refrigerator, microwave, and coffee pot.
- (B) Sanderson Memorial Room: This room, which houses the Library's local history collection, also functions as a conference room that seats 12 people in a boardroom-style setting. This room

may not be reserved for more than 2 hours per day by any one group, so as to not block access to local history collection for undue time.

- (C) Tech Room: This room, which houses the Library's laptops and other public-use technology. This room seats up to 20 people in theater-style setting. Along with tables and chairs, a projection screen and projector are available.
- (D) The Story Time Room is not for use by the public.

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

- (A) Meeting room reservations are on a first-come, first-served basis, subject to the priority criteria set forth in Section II (B). A meeting room may be reserved at the reference desk or through the online form found on the Library's website. Those with an application on file may reserve a meeting room by calling the Library. Reservations may be made not more than six (6) months in advance.
- (B) Individuals, groups, or organizations wishing to use a meeting room must complete the Meeting Room Use Application and receive approval from 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 receives direct confirmation from the Library Director or his or her designee. A new application must be filed any time the person designated as the Responsible Party for the 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.
- (E) Children and young adults are encouraged to use the meeting rooms, but a sponsoring adult (18 or over) must act as the Responsible Party and sign the application form. In addition, at least one adult (18 or older) must be present at all times for each twenty-five (25) minors in attendance.
- (F) An organization or group may reserve a meeting room no more frequently than 24 times in a calendar year. The only exceptions are for Library or City-related programs and meetings. 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. On a case-by-case basis, 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 are library staff available to work those hours.
- (I) No restrictions apply to the scheduling of library or library-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.
- (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) 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. Tables must be wiped down. Cleaning products are available in the kitchenette. Setup, cleanup, and restoration of furniture to its original arrangement must be accomplished within the scheduled time for the meeting.
- (B) No food or beverages of any kind may be left in the Library's meeting rooms. The Library is in no way responsible for dishes or utensils left behind. If a caterer is used, arrangements must be made with the caterer to remove any items within the scheduled time for the meeting. Any fees for cleanup or restoration of furniture will be assessed to the Responsible Party.
- (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) 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.
- (F) 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.
- (G) Except in emergencies, the library staff will not accept calls or relay messages to people attending meetings.
- (H) Light refreshments may be served in the Bidwell 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. No food or drink may be taken from the Bidwell Room into any other area of the library. 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. Library staff will not assist with the delivery or removal of refreshments.
- (I) 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) Standard use of library meeting rooms is free of charge provided that this policy is followed.
- (B) A \$10 kitchen fee is charged to those groups or organizations who use the Bidwell Room's kitchen facilities. This fee is to offset any expense of maintenance of the kitchen required due to normal wear and tear.
- (C) A nominal fee is charged for use of equipment such as an overhead projector, speaker system, etc. These fees are listed on the Meeting Room Use application.
- (D) If the room is not restored to its original order and requires extra custodial organization or cleaning, the Library will bill the Responsible Party a charge of \$30 to cover the cost of that labor.
- (E) If the room or equipment 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.

- (F) If library equipment is missing after a group has used the room, the library will bill the Responsible Party for the costs of replacement.
- (G) 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.
- (H) 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 by the Portage Public Library Board of Trustees

Adopted November 8, 2011

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