

## **Library Meeting Room Policy**

### **Purpose Statement**

The meeting room of the Jefferson Public Library is designed to meet general informational, educational, cultural, and civic purpose. Use of the Library's meeting room does not constitute Library or City of Jefferson endorsement or approval of viewpoints expressed by participants in the program.

The Library Board subscribes to the tenets of the Library Bill of Rights which states in part, "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."

### **Hours of Availability**

The Library meeting room is available during Library hours. All meetings shall conclude and all furniture returned to its original position at least 30 minutes prior to the Library's scheduled closing time.

### **Eligibility Requirements**

Primary use of the Library's meeting room is for Library programming. Library and City use of the meeting room ranks as first priority. Exceptions to any items below may or may not be granted at the discretion of the Library Director.

#### Non-profit Jefferson area clubs and organizations

The Library Meeting Room is available for use by organizations including non-profits, community and neighborhood groups, organizations for the public good, educational and cultural institutions, benevolent organizations, and government agencies.

#### Programs:

Programs held in Library spaces must be for an educational, cultural, civic, intellectual, community service, or charitable purposes. Programs must be free and open to the public. Anyone requesting admittance to the program must be allowed to attend free of charge.

#### Meetings:

Meetings with a restricted invitation list may be held in the Library meeting room. Examples include, but are not limited to, board or administrative meetings, organizational meetings, planning meetings, and book clubs.

- There is no charge for non-profit organizations.
- Proof of tax-exempt status may be required to establish eligibility to use the room free of charge.
- Meetings may be open or closed to the public.

### Government Organizations and Agencies

- Meetings may be open or closed to the public.
- If the Library is unable to establish eligibility, proof of designation will be required.

### Non-qualifying

- Social functions or personal/family activities including family reunions, showers, birthday, or other celebrations.
- Commercial use where personal or business profits are the chief aim of the meeting.
- Activities and programs involving the sale, advertising, or promotion of products or services, including compilation of mailing lists for any type of future solicitation.
- Money-making or commercial activities including monetary solicitation. The use of the meeting spaces shall not result in financial gain to the community room user or the organization. No profit can be earned from an event held at the Library.
- In general, products and/or services may not be promoted, solicited, or offered for sale to either the staff or the public in the Library.
- Programs or meetings where an admission fee is charged or raffle held; or those where donations, collections, or fees of any kind are taken.
- Entertainment or recreational purposes.
- Programs or meetings with unlawful activity.
- Selling or fund raising is prohibited in the Library's meeting room and lobby except for events that benefit the Library.

The Library meeting room may not be used for any purpose which, in the opinion of the Library Board and/or Library Director, may interfere with the normal use of the Library.

The Library reserves the right to cancel an existing reservation if the room is needed by the Library or City. This right will not be exercised except in emergency situations and requires the approval of the Library Director or designee. Whenever possible, a 24-hour notice will be given.

### **Room Capacity and Equipment**

The room seats up to 50 persons, with fire code maximum of 80 persons. Chairs and up to six tables are available for groups to set up to meet their individual needs. The Library does not assume responsibility for and is unable to assist organizations in setting up their room. When the meeting is concluded, the room must be cleaned up and all furniture returned to its original position.

The Library has free wireless internet access.

Upon request the Library has limited audio-visual equipment available for use or check-out. All Library meeting room users who wish to check out meeting room equipment must have a valid Bridges library card in good standing and requested on the application form.

Equipment available:

- Microphone (1)

- Hearing Assist Lanyards (4)
- 86” TV Display (requires HDMI cable)

Users are responsible for providing a computer and any specialized cables that might be required to connect to the projector or TV display. The Library provides some types of cables for connecting to the projector or TV display, but not every kind of cable a group may require. Device settings and connection should not be changed by groups using the equipment.

### **How to Apply**

Meeting room applications are available at the adult circulation desk and on the Library’s website. The completed and signed application form may be returned to the adult circulation desk or emailed to the Library’s general email address [information@jeffersonwilibrary.org](mailto:information@jeffersonwilibrary.org).

No walk-in room use requests for meetings that require audio/visual equipment will be accepted.

Reservations are preferred at least 2 weeks in advance but accommodations may be made no less than 24 hours in advance based on availability.

If training is required for the use of any equipment, it is recommended to schedule a training session prior to the scheduled meeting.

The application must be signed by an authorized adult representative of the organization who shall be personally responsible for the conduct at the meeting and for any damages incurred. The authorized adult representative must have a current Bridges Library Card in good standing.

Although telephone applications will not be accepted, Library staff will provide the current availability of the room over the telephone. A completed application form must be on file at the Library for a reservation to be approved.

### **Regulations for Meeting Room Use**

1. Customers must adhere to all Library policies and regulations, including the Library’s Code of Conduct. Staff will address inappropriate use and discuss with customers any activities that are unsuitable for the public gathering places. Library staff will have free access to the meeting at all times.
2. Programs may not disrupt the use of the Library by others. Any group that is disorderly may be excluded from future meeting room use. Any group abusing regulations may be refused the use of facilities in the future.
4. Groups are responsible for producing their own notices or publicity for their event. Notices of meetings, flyers, news releases or any other promotional materials describing an event must include the correct library name and address.
5. The Library may not be identified as a co-sponsor of a program or meeting.
6. Publicity must also include the following two statements:
  - Permission to use a library space does not imply library endorsement of the aims, views, policies, or activities of any group or organization.

- Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. For more information or to request accommodations, contact us at (your telephone, address, email and/or other contact information).

7. Each group shall check in and check out at the circulation desk. Setup and cleanup time should be included in the scheduled time block.

8. For programs, the contact person's name and contact information will be given to anyone who would like more information about the event.

9. The Library does not assist with carrying supplies, room setup or equipment troubleshooting.

10. Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the Library may be removed from the walls. Displays, posters, and literature connected with a meeting in the Library may not be placed anywhere in the Library prior to the meeting.

11. The Library is not responsible for equipment or material owned by a group and used in the Library. Such equipment may not be stored at the Library.

12. Library staff will not act as intermediaries in any communication between groups renting the rooms and attendees except in an emergency.

13. Children's groups may use the meeting room, provided they are supervised by adult sponsors, at the suggested ratio of at least one adult for every ten children in attendance.

14. Smoking, use of tobacco products, and use of alcoholic beverages is prohibited anywhere in the building and grounds.

15. Candles/open flames are prohibited.

### **Setup and Cleanup**

Tables and chairs are available in all rooms for use by groups. Groups assume full responsibility for arranging their own meeting room and all spaces must be left in good order. Following the room use, the group must clean and restore the room to its original condition and setup arrangement.

All meetings shall conclude and all furniture returned to its original position at least 30 minutes prior to the Library's scheduled closing time.

Light refreshments may be served by the group. Members of the group are responsible for bringing all serving equipment, napkins, cups, and other supplies needed for the refreshments. The group is further responsible for all food setup and cleanup.

If additional custodial assistance is required to clean or repair the facility after the room use, the group will be billed a minimum of \$50 plus any actual cost of any damages.

### **Frequency**

Two uses per month is permitted for each group. The Library will begin accepting reservations for the new calendar year beginning on the first Monday of October of the prior year. Groups

wishing to use the meeting room on a regular basis may apply at that date. Please note a date is not guaranteed until your application is approved and confirmed. A parent organization and its sub-groups will be considered as separate entities if this is specified at the time of application.

### **Cancellation of Reservation**

Cancellation of room reservation must be made at least 24 hours in advance. Failure to notify the Library may result in the cancellation of existing reservations, loss of payment, and/or denial of future requests.

### **Liability**

For and in consideration of the use of the meeting room and Library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Jefferson Public Library from any and all actions, suits, relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities, or audio/visual equipment by such use thereof. If any organization refuses to pay for the damage the matter may be referred for legal action.

### **Americans with Disabilities Act (ADA) Compliance**

The Library Board expects that any group utilizing the Library's meeting room will comply with the provisions of the Americans with Disabilities Act (ADA). Groups using the Library's space must agree to meet ADA requirements and to provide requested accommodations for meetings or programs. The agreement to provide accommodations is to be included in the publicity or notices for each meeting or program as stated below. For questions relating to ADA compliance, contact the Library Director at (920) 674-7733.

Jefferson Public Library Board  
321 S. Main Street  
Jefferson, WI 53549

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