

Brodhead Public Library Program and Study Room Policy

Approved by the Library Board of Trustees on May 14, 2026

Philosophy and Purpose

Brodhead Memorial Public Library's mission is to freely provide a pathway to a variety of resources and services that inform, inspire, enrich, and entertain the entire community. In support of this mission, the Library provides several spaces appropriate for public gatherings and values the ability to lend these spaces to groups in the community. This policy is intended to govern the free use of the library's rooms available for reservation by non-Library entities. Scheduling events and groups in Library spaces does not imply Library endorsement of the aims, policies, or activities of any group or organization, or the views expressed during the meeting or event.

In scheduling the use of these spaces, the Board of Trustees and the Library staff shall not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. However, the provision of meeting space must be subordinate to the need to provide a safe, peaceful, and respectful Library environment. No use of meeting spaces that is likely to disturb Library patrons in their customary use, impede Library staff in the performance of their duties, or endangers the Library building or collections will be approved or permitted. Use of meeting spaces for Library purposes shall take precedence over all other uses.

There are four rooms available for the public to reserve: The program room, small meeting room, small study room, and local history room. All of these rooms may be reserved through our online room reservation software found on our website at brodheadlibrary.org, by calling the library at (608)8974070, or at the circulation desk inside the library.

Program Room

The Dr. Seth & Esther Cain Meeting Room (referred to as the Program Room) is available to the community for meetings, programs, and events. The Program Room has a capacity of 80. Tables, chairs, and select audio/visual equipment are available. A walk-up kitchen featuring a sink, microwave, and refrigerator are also available. This room is handicap accessible.

Use of the Program Room is intended primarily for the library's own programs. Meeting rooms may be used at no charge by eligible groups and/or individuals for educational, cultural, informational, or governmental/civic activities.

Groups wishing to use the Program Room for private events after regular library hours may use the space at no charge but must submit a refundable damage deposit of \$50. By requesting the use of this room, the patron agrees to adhere to all terms within this document as well as all other library policies.

Who can use the Program Room after hours without deposit?

1. City of Brodhead agencies
2. Green County government agencies
3. Representatives of the state or federal government and associated agencies
4. School districts serving Green County

Conditions of Program Room Use

1. Priority for Program Room use will be given to Library programming, then determined by when online reservation requests are received.
2. Reservations shall be made on a first-come, first-served basis no more than six months in advance.
3. The Library reserves the right to preempt any scheduled meeting. Additionally, the library reserves the right to cancel reservations with a minimum of two weeks' notice.
4. Only those 18 and older are eligible to reserve this room.
5. No individual, organization, or group may have more than two meetings in a one-month period, unless the library is an event co-sponsor.
6. No admission fee, registration fee, donation, or monetary solicitation, including donations, may be sought from meeting attendees unless the library is a co-sponsor of the program. This includes direct sales presentations. Gifts provided at will during private events after library hours (baby showers, wedding showers, birthday parties, etc.) are exempt.
7. All programs, meetings, and events must be free of charge. The Program Room may not be used for the following purposes:
 - a. Solicitation of business
 - b. Fundraising other than fundraising that supports the Library, unless specifically permitted by the Library Board
 - c. No goods or services shall be promoted, sold, or exchanged by sample, pictures, or descriptions.
 - d. Gambling
8. Groups using the Program Room outside of regular Library hours must sign a **Keyholder Agreement Form** and be trained in proper closing procedures.
9. Equipment may be used in the room with prior approval from the Library Director.

10. Groups may serve refreshments with prior approval of the Library Director.
 11. Groups reserving the Program room are responsible for providing any necessary plates, napkins, cups, cutlery, table/chair coverings, or other materials.
 12. Room furnishings must be returned to original set-up upon completion of the room reservation.
 13. If food or beverages are served, or scheduled activity creates a need, all waste must be removed from the room (dumpsters are available at the back of the building).
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Study, Meeting, and Local history Room

Our study, meeting, and local history rooms are intended for use by individuals to work in a quiet environment and for small groups to work or meet privately. Brodhead Memorial Public Library provides access to three study rooms:

1. Local History Room (capacity = 4)
2. Small Study Room (capacity = 6)
3. Small Meeting Room (capacity = 10)

These rooms may be reserved on a first-come, first-served basis no more than six months in advance. They may also be used by walk-in patrons if there are no standing reservations. Because use of these rooms are restricted to regular Library hours of operations, they must be vacated 10 minutes prior to Library closing. These rooms are not available after business hours.

Conditions of Study, Meeting, and Local history Room Use

The user of any room agrees to:

1. The library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure compliance with Library regulations. Library staff will have free access to meeting and study rooms at all times.
2. Set up room if/as needed
3. Return room to its former arrangement following use
4. Patrons must promote their own programs unless otherwise indicated by library staff at the time of reservation. The library's logo may not be used on any promotional material unless

approved by the library director. Signs or posters placed anywhere in the library building or grounds must be approved by the library director.

5. Remove all waste (may use dumpsters provided behind building)
 6. Leave areas used, including entryway and restrooms, in the condition in which it was found
 7. Abide by all library policies
 8. Turn off all lights
 9. **Call 9-1-1 in the case of an emergency. Contact the local police dispatch at 608-897-2112 in the event of any problems, damage, trespass, or other issues.**
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Prohibited Items

The following items are prohibited from use in Brodhead Memorial Public Library rooms:

- a. Affixing anything directly to the walls of the room without prior consent
- b. Blocking fire exits in any way
- c. Disrupting the use of the library by others
- d. Exceeding designated maximum room capacity
- e. Use of candles or other open flames, hotplates, or other direct heat sources
- f. Alcoholic beverages; tobacco products (cigarettes, cigars, chewing tobacco, e-cigarettes, etc.); and illegal drug use
- g. Library staff cannot accept phone calls for or relay messages to meeting rooms

Damage

Any and all damage to a meeting room, reserved equipment, and/or restrooms—or their contents—is the sole responsibility of the person submitting the Room Reservation Request.

Hold Harmless Agreement

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