

BRODHEAD MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES
PROGRAM ROOM AND STUDY ROOM POLICY

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 these spaces by non-Library entities. Scheduling events and groups in Library space 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 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. Persons or groups who wish to reserve a meeting space must hold a library card from the South Central Library System and their account must be in good standing. Use of meeting spaces for Library purposes shall take precedence over all other uses.

PROGRAM ROOM USE

The Dr. Seth & Esther Cain Meeting Room (referred to as Program Room) is available to the community for meetings, programs, and events. The Program Room has a capacity of 100. 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. When not needed by the library, the room may be used for educational, informational, cultural, and government/civic activities by any South Central Library System card holder in good standing. The use of this room is free, but donations to the Library or Friends of Brodhead Memorial Public Library, Inc. are accepted. All groups wishing to use the Program Room must submit a room reservation at least 24 hours in advance. By requesting the use of this room, the patron agrees to adhere to all terms within this document as well as all other relevant library policies.

Guidelines

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 taken by the Library Director or Assistant Director 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. Reservations made with less than 24 hours' notice will not be approved.
6. No individual, organization, or group may have more than two meetings in a one-month period, unless the library is an event co-sponsor.
7. 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.
8. 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 or by sample, pictures, or descriptions.
 - d. Private functions (birthday parties, family reunions, etc.)
9. Groups using the Program Room outside of regular Library hours must sign a **Keyholder Agreement Form** and be trained in proper closing procedures.
10. Equipment may be used in the room with prior approval from the Library Director or Assistant Director.
11. Groups may serve refreshments with prior approval of the Library Director or Assistant Director. **Alcoholic beverages and smoking are prohibited.**
12. Groups reserving the Program room are responsible for providing any necessary plates, napkins, cups, cutlery, table/chair coverings, or other materials.
13. Room furnishings must be returned to original set-up upon completion of the room reservation.
14. If food or beverages are served, or scheduled activity creates a need, all waste must be placed in the proper containers and floors should be vacuumed. Groups who will use this space after hours should arrange for access to the vacuum cleaner.

STUDY ROOM USE

Study 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. VFW Room (capacity = 10)

Study 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 Study Room use is restricted to regular Library hours of operations. Study rooms must be vacated by 10 minutes prior to Library closing.

CONDITIONS OF MEETING AND STUDY ROOM USE

The user of any room agrees to:

1. Allow library staff to enter and remain in a room at any time.
2. Set up room if/as needed
3. Return room to its former arrangement following use
4. Put all refuse in the wastepaper basket provided
5. Remove all food/beverage items
6. Leave areas used, including entryway and restrooms, in good condition
7. Vacuum if food is served or if scheduled activity creates a need
8. Abide by all library policies
9. Turn off all lights
10. Study rooms must be vacated by 10 minutes prior to the library closing. The program room must be vacated by 11:00 p.m. unless given permission by the Library Board for longer use.
11. Groups of 20 or more shall obtain parking instructions prior to arrival to maintain ample parking lot access for other patron use.
12. **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.**

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, smoking, and illegal drug use
- g. Library staff cannot accept phone calls for or relay messages to meeting rooms

DAMAGE

Any and all damage to Program Room, small study rooms, 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, indemnify 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.

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.

ADMINISTRATION OF THIS POLICY

The Library Director shall be responsible for the administration and interpretation of this policy.

ADOPTION

This policy has been adopted by action of the Library Board of Trustees on the 19th day of November, 2018.