



# Brodhead Memorial Public Library

## 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.

### MEETING ROOM USE

#### Program Room

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 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. All groups wishing to use the Community Room must sign a **Use Agreement Contract**. Meeting rooms may be used at no charge by eligible groups and/or individuals for educational, cultural, informational, or governmental/civic activities and may include public lectures, panel discussions, workshops, and other functions.

#### Who can use the meeting room without charge?

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
5. Local nonprofit/community groups within the South Central Library System (SCLS)
6. Local businesses (for training purposes ONLY)

Groups wishing to use the Program Room for private events may use the space at no charge but must submit a refundable damage deposit, as set by the Library Board.

All groups wishing to use the Program Room must submit a room reservation at least one week 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 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 one weeks' 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. This includes direct sales presentations. Gifts provided at will during private events after library hours (baby showers, wedding showers, birthday parties, etc.) are exempt.
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 by sample, pictures, or descriptions.
  - d. Gambling
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 tobaccos products (cigarettes, cigars, chewing tobacco, e-cigarettes, etc.) 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 removed** from the room (dumpsters are available at the back of the building). Floors must be vacuumed. Groups who use this space after hours should arrange for access to the vacuum cleaner.

### **Study Rooms**

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. Study rooms are not available after business hours.

### **CONDITIONS OF MEETING AND STUDY 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 the library director.
5. Remove all refuse (may use dumpsters provided behind building)
6. Remove all food/beverage items
7. Leave areas used, including entryway and restrooms, in the condition in which it was found
8. Vacuum if food is served or if scheduled activity creates a need
9. Abide by all library policies
10. Turn off all lights
11. 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.
12. Groups of 20 or more shall obtain parking instructions prior to arrival to maintain ample parking lot access for other patron use during business hours.
13. **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; 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, 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 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 22nd day of July, 2019.

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Kelly Gratz, Board President