

Large Program Room

Brodhead Memorial Public Library

Approved by the Library Board on September 17, 2012

Updated: July 21, 2014, December 21, 2015

Terms of Use Policy *

The Library offers the use of the library's meeting/program room to community groups.

The Dr. Seth & Esther Cain Meeting room is furnished with 100 chairs. Tables and a speaker stand are also available. The library is completely handicapped accessible. A walk-up kitchen bar offering a sink, microwave, and refrigerator are also available.

The room is intended primarily for the library's own programs. The library reserves the right to cancel reservations, but with a minimum 2-week notice. This would only be done in case of emergency.

When not needed by the library, the **room may be used for: educational, informational, cultural, and government/civic activities, presentations, group discussions, workshops, and other similar functions** by any Wisconsin library card holder in good standing. 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.

Use of the room will be determined by when the online application is received. Only those age 18 and up are eligible to reserve this room. **The room may not be reserved more than 365 days in advance. No single group may have more than two (2) meetings in a one-month period, unless the library is a co-sponsor.**

No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library co-sponsors the program. At this time, the Dr. Seth & Esther Cain meeting room will not be available for businesses, commercial entities, or private parties.

The meeting room may be used for impromptu meetings when not scheduled or needed by the library. Equipment, other than the library's, may be used in the room with prior approval from the Director. Groups may serve food and drinks with prior approval of the Director. Alcoholic beverages and smoking are prohibited.

Damage

Any and all damage to the entryway, program room, storage closet, hallway, and/or restrooms – or their contents - is the sole responsibility of the person signing the Room Reservation Request Form.

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, 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.

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Conditions for Use

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The user will:

- Set up room if/as needed.
- Return room to its former arrangement following use.
- Put all refuse in the wastepaper baskets provided.
- Remove your food items from the refrigerator.
- Leave areas used (including entryway and restrooms) in good condition – vacuum if necessary (ask at desk).
- Abide by all library rules, including the Filming Policy.
- Turn off all lights except the **one marked** in the meeting room when leaving (lights in the lobby and restrooms will adjust automatically and need not be turned off.)
- Vacate the library by 11 p.m. unless given prior permission by the Director or Library Board for longer use.
- **Contact the local police dispatch at 608-897-2112 in the event of any problems, damages, trespassers, or other issues.**

The user will NOT:

- Affix anything directly to the walls of the room without prior consent.
- Block fire exit doors in any way.
- Disrupt the use of the library by others.
- Exceed designated maximum room capacity.

Library staff may enter and remain in the room at any time during a scheduled meeting.

Library staff will not accept calls or relay messages to people using the meeting room except in an emergency situation.

Alcoholic beverages and smoking are NOT permitted in any area of the library.

*****Groups who disturb library activity, other groups, the library's users, or who do not leave the room in good condition will be denied future use of the meeting room.*****

Before leaving the Meeting/Program Room:

1. Blinds should be in the "Up" position.
2. Chairs and tables should be left as they were found.
3. All trash should be picked up, vacuum if necessary.
4. Take your items from the refrigerator.
5. Check restrooms to be sure everyone is out of the building.
6. Make sure restrooms are in reasonable order.
7. If using the exterior door key to enter the building, place the key in the envelope provided and drop the key into the drive-up book return box on the north-east corner of the library.
8. Failure to return the key will result in charges to change locks. Person signing for the use of the room will be held responsible for this cost.
9. Check doors to make sure they are locked from the outside.

Thank you!

*The Library Board may consider exceptions to any of these policies.