

MEETING ROOM POLICY

No. 201

The Chippewa River District Library (CRDL) recognizes that its facilities may be an appropriate venue for a variety of community activities. In an effort to provide a convenient space for these activities, the public meeting rooms may be made available to qualifying organizations or groups on a first requested basis.

1. Availability

Public use of library rooms is subject to availability and compliance with the terms of this policy. When the meeting rooms are not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting use. The public spaces of the CRDL are available for use by the following:

- a. The library staff and programs.
- b. Organizations that serve the communities serviced by the CRDL.
- c. Other groups whose meetings are open to the public.
- d. Private individuals and organizations, at the discretion of the Library Director.

2. Application for use

Organizations or individuals must apply for the use of library space. The following factors must be observed:

- a. A completed "Meeting Room Reservation Form" must be submitted at least one week prior to the scheduled activity (one month for the Burgess Computer Lab).
- b. Applications may be rejected or previously granted permission may be withdrawn for violation of library rules and regulations.

3. Scheduling

The CRDL will attempt to schedule room use within the following guidelines:

- a. The CRDL has first priority with regard to room use.
- b. The use of rooms will be assigned on the basis of priority applications and anticipated attendance and specific room features required.
- c. Rooms may be reserved up to twelve months in advance.
- d. Cancellations of room reservations must be made at least 24 hours before the scheduled activity, either verbally or in writing.
- e. The CRDL reserves the right to cancel scheduled use of the rooms in the event of any emergency, or other unscheduled closing, declared by the Library Director.

4. Rules for use:

Meeting rooms are to be used for general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The library meeting rooms are intended to host organized meetings and are not available for party-type functions. Users of the meeting rooms must abide by the policies of the library. Other conditions, in addition to those cited in the library policies, include:

- a. Rooms must be left in a neat, clean and orderly condition. Damage to the room or contents will be charged to the user.
- b. Approval by library staff must be obtained in order to attach anything to the surfaces of the room.
- c. Governmental rules, regulations, or codes concerning room occupancy must be observed.
- d. Solicitation or selling of services or materials are prohibited, unless authorized by the Library Director. Dues or sales of items incidental to the meeting are permitted.

- e. Rooms may be scheduled for activities only during normal library hours, unless authorized by the Library Director. In cases where unscheduled library personnel must be present, the cost of this supervision will be charged to the applicant.
- f. Set up of furniture or other equipment will be the responsibility of the applicant. The room arrangement must be restored to its original condition at the conclusion of the scheduled activity.
- g. Arrangements for food or drink are the responsibility of the applicant. Food or drink is allowed only in designated rooms.
- h. Unless sponsored or co-sponsored by the library, publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the library and must contain the statement, "This program is neither sponsored, co-sponsored nor endorsed by the Chippewa River District Library".
- i. The responsible party must be 18 years or older for after-hours usage of meeting rooms.

5. Fees

The following fee schedule is in effect:

- a. Non-profit groups will not be charged for room usage.
- b. For-profit groups will be charged twenty-**five** dollars per hour for room usage.
- c. Additional charges for the Burgess Computer Lab may be applied at the discretion of the Library Director.
- d. Without prior approval it is not permitted to extend the hours of any scheduled activity beyond normal library hours, any group or individual failing to complete the scheduled activity within the normal hours will be charged twenty dollars per additional half hour or portion thereof.
- e. Groups requiring access to the building when the library is not open will be issued a key for the Annex Meeting Room. The responsible person for the organization must sign the key out for use after hours. There is a \$75 (refundable) key deposit fee when signing out the key. The key must be returned the next business day after the event concludes. The key deposit will be returned when the key is returned to the library.

6. Responsibilities/Liabilities

- a. Each applicant shall be responsible for supervision and preservation of order at the scheduled activity. Also applicants are responsible for loss or damage to library property.
- b. The CRDL is not responsible for any loss or damage to materials left by the applicant or for any personal property of attendees.
- c. Applicants agree to hold the CRDL harmless for any loss, damage, liability, or expenses that may arise during or be caused in any way by the use of the CRDL facilities.

Approved: July 1, 1985

Amended: June 7, 1994, Nov. 6, 2001, Sept. 11, 2006, June 16, 2010, Sept. 18, 2012

Amended: February 19, 2015, August 18, 2020, February 15, 2022