

# SUN PRAIRIE PUBLIC LIBRARY

## *MEETING ROOMS POLICY*

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### **I. Purpose**

It is the purpose of the policy to encourage the widest possible use of library Community and Conference rooms by groups in the Sun Prairie area as long as this does not interfere with the normal functions of the library. The Library is in no way affiliated with the events scheduled in or agencies using the meeting rooms; it simply provides the venue for such events. This policy may be subject to change based on need or circumstance.

### **II. Room Accommodations**

Conference Room:	Accommodates up to 20 persons
Community Meeting Room:	Accommodates up to 150 persons, depending on arrangement, & includes stage & kitchen

### **III. General Regulations**

- A. Meeting rooms may be used by any resident of Sun Prairie or the Town of Bristol for any purpose not expressly prohibited by this policy.
- B. Meeting rooms may not be used for:
  - 1. Monetary solicitation, except for library, Friends of the Library or City-sponsored fund raising.
  - 2. Programs with the sole purpose of sales or profit.
  - 3. Programs that require a charge for admission.
  - 4. Personal or family purposes.
- C. Groups using the meeting rooms must agree to meet ADA (American With Disabilities Act) requirements and to provide requested accommodations for meetings or programs. The agreement to provide accommodations is to be included in the publiCity or notices for each meeting or program.
- D. The library may hold programs in conjunction with any entity it feels serves the public's informational needs.
- E. Meetings must be open to any member of the public.

### **IV. Availability**

- (A) The library priority in the use of the facilities. The library director or designee reserves the right to relocate a scheduled meeting to another room or facility if necessary.
- (B) Reservation of facilities is on a first come, first served basis.
- (C) Except for library and City programs, groups, organizations or entities shall not use the rooms for meetings more often than six times per year.
- (D) Meeting rooms are generally available for use during regular library hours only. Special arrangements may be made to schedule the Community Meeting Room at alternative hours.

(E) The meeting rooms must be vacated 15 minutes before the library closes, except for City-related programs and special arrangements for use of the Community Meeting Room.

## **V. Charges**

(A) RESIDENTIAL USERS – no charge.

Residential users are defined as 50% of group are residents of City of Sun Prairie or Town of Bristol.

(B) NON-RESIDENTIAL USERS -- \$30 per hour; two-hour reservation/use minimum

(C) Deposit must be submitted upon submittal of written application. A deposit fee of \$100 is required for use of either the Community Meeting Room and the Conference Room. The fee will be returned in full if the room is left in the same condition and set up arrangement as when the user took responsibility for the room.

## **VI. Use of Facilities**

(A) The library staff is not responsible for setting up or taking down equipment or furniture used in the meeting rooms. Arrangements may be made for setup service for a fee of \$50 for the Community Meeting Room.

(B) Groups may use the library's kitchen facilities to prepare light refreshments such as sandwiches, salad, etc., which involve no cooking, for serving in the Community Meeting Room only. Large coffee pots are available. A list of catering services is also available.

(C) Food may be served at meetings in the Conference Room. All food must be properly contained so that it does not spill.

(D) Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings or fixtures.

## **VII. Conduct**

(A) The Library Code of Conduct must be observed at all times.

(B) Use of the room cannot be disruptive of the programs and activities of the Library.

(C) No unlawful activity is permitted on Library premises.

## **VIII. Responsibility for Cleaning and Damage**

(A) Meeting rooms must be left in the same condition and set up arrangement as when the user took responsibility for the premises; the library reserves the right to retain the user's deposit if this is not the case.

(B) The user will be responsible for all damage to the building, furniture and equipment and any extra cleaning that is required. Specifically, the person who signs the application shall be liable for any loss/damage sustained.

(C) Users shall obtain permission to use and must provide an operator for any special equipment used.

(D) The library will not be responsible for any equipment or items left in the meeting rooms.

## **IX. Prohibitions**

- (A) Smoking or alcoholic beverages are not permitted.
- (B) Admission charges may not be made and no items may be sold by groups using the meeting rooms. Activities of the library, Friends of the Sun Prairie Public Library and the City are exceptions.
- (C) Videos for private home use only may not be used for public showings.

## **X. Application and Cancellation**

- (A) Application for permission to use the meeting room shall be made in writing at least two weeks prior to the scheduled meeting date.
- (B) Application may be made in advance, but not longer than six months prior to the scheduled meeting.
- (C) Any application may be rejected and previously granted approval withdrawn for violation of these rules at the discretion of library administration.
- (D) Applications that do not clearly fit within the usage policy will be referred to the director. Any departure from the policy may be made only with written authorization of the director.
- (E) An officer or representative of the scheduling organization at least 18 years of age must sign the application.
- (F) Deposits will be refunded only if cancellation is at least 2 weeks before the scheduled event.

Adopted May 11, 2000

Reviewed and approved January 10, 2008