

# **SUN PRAIRIE PUBLIC LIBRARY**

## ***MEETING ROOMS POLICY***

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### **I. Purpose**

The purpose of this policy is to maximize use of the Sun Prairie Library (SP Library) Community and Conference rooms.

### **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 reserved 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 SP Library may hold programs in conjunction with any entity that serves the public's informational needs.
- E. Meetings must be open to any member of the public.
- F. SP Library in no way endorses the mission or ideology of outside groups utilizing the meeting rooms.

### **IV. Availability**

- (A). Upon mutual agreement, the library director (or designee) and the user may relocate a scheduled meeting to another room or facility if necessary.
- (B) Reservation of meeting rooms is on a first come, first serve 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 -- \$20 per hour; two-hour reservation/use minimum.

(C) A deposit of \$100 is required for use of the Community or Conference Room. Deposit must be provided, in the form of cash or check upon submittal of written application. Reservations are confirmed upon receipt of deposit. The deposit 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) 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., for serving in the Community Meeting Room only. No cooking facilities are available. A list of catering services is 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 may not be fastened to walls, ceilings or fixtures.

## **VII. The Library Code of Conduct must be observed at all times.**

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

(A) The user will be responsible for all damage to the building, furniture and equipment and any extra cleaning that is required.

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

(C) The SP Library is not responsible for any equipment or items left in the meeting rooms.

## **IX. Prohibitions**

(A) Alcoholic beverages are not permitted in meeting rooms.

(B) Admission charges may not be made and no items may be sold by groups using the meeting rooms. Activities of the SP Library, Friends of the Sun Prairie Public Library and the City are exceptions.

(C) Copyrighted DVDs or videos may not be shown in SP Library meeting rooms.

## **X. Application and Cancellation**

- (A) The SP Library encourages groups to submit an application at least two (2) weeks, but no less than 48 hours, prior to a reservation.
- (B) Application may be made in advance, but not longer than three months prior to the scheduled meeting.
- (C) The SP Library may revoke a reservation for violation of this policy at the discretion of SP 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 3 days before the scheduled event or at the discretion of the library director.

Adopted May 11, 2000

Reviewed and approved January 10, 2008

Reviewed and approved February 11, 2010

Reviewed and approved May 12, 2011