Meeting Room Policy

The Edgerton Public Library enhances quality of life by providing opportunities for personal growth, learning, and enjoyment to area residents by making available a variety of resources and expert assistance in a welcoming, comfortable facility.

In support of this mission, the library welcomes the use of its meeting rooms for civic, cultural, educational and public information meetings of organizations serving in the Edgerton area.

Use of the Meeting Rooms is subject to the following conditions:

FACILITIES AVAILABLE:
The library has 2 meeting rooms that may be reserved by the public, commonly referred to as the "large meeting room" and the "small meeting room."

Large Meeting Room:
The large meeting room seats approximately 80 people seated theater style, or a smaller number seated at tables. Room capacity according to the fire code is 99 people. The room has a floor level stage at the east end and a pull down screen. A mounted digital projector, laptop, and DVD player are available upon request. A small kitchen is adjacent to the large meeting room. This room also serves as the staff break room and is available under the conditions of this policy. Hearing Loop technology is available in this meeting room. Hearing Loops provide clear communication with individuals using a hearing device equipped with a T-coil.

Small Meeting Room:
The small meeting room has a capacity of 12 persons. A large board room table that comfortably seats 8 people occupies the center of the room. Additional seating is available to the side of the room.

TYPES OF MEETINGS:
Both meeting rooms are booked on a first come, first served basis, within the following priorities:
1. Library sponsored meetings or programs including Library Board meetings.
2. Library affiliated organizations or library co-sponsored programs. This includes Edgerton city government meetings, Friends of the Library, and collaborative early literacy programs.
3. Edgerton community-based non-profit groups and organizations.
4. Individual use for purposes such as tutoring, testing, and private meetings.
5. All other non-profit organizations.
6. Commercial entities in accordance with fee stipulations in this policy.

The public meeting rooms are not available to commercial enterprises for the purpose of promoting or causing the sale of property or services for monetary gain, or for social functions (showers, parties, dances, etc.). Also prohibited are:
1. Political campaigns or political fundraising.
2. Organizations or programs whose purpose or activity is illegal.
3. Programs which would or would be expected to disrupt the library's operation by causing excessive noise, safety hazard or security risk.

FEES:
Use of the Community Room and conference room is free to the public, with the exception of commercial entities. Donations for use of the room are appreciated but not required. Commercial entities may use the Community Room for a fee of $50.00. All groups, regardless of use, must adhere to all parts of this policy.

$0   Non-commercial users of Community Room or Conference Room
$25:   Reservation of kitchen (non-refundable).
$50:   Commercial entities' use of the Community Room.
$50 (or more based on actual costs): for more than reasonable cleanup needed.
$30/hour if additional library staffing is needed

MEETING ROOM RULES FOR USE:
1. No admission fees may be charged or donations collected for programs. Membership and activity fees may be collected for non-commercial organizations. Meetings of commercial organizations must be educational in purpose; direct solicitation of goods or services is prohibited.

2. Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations.

3. A signed room use application should be filed with the library at least 1 day prior to the use of the room. The person signing the application is responsible for the group's use of the room, cleanup and any damage to the room.

4. Groups of individuals using the Community Room or conference room shall be responsible, jointly and severally, for reasonable care of the room and its furnishings and equipment and shall pay for any damage caused or inflicted by an organization, its members, affiliated person, guests, invitees, etc. Nothing is to be taped, hung, tacked, etc. to any walls, windows, doors, furniture etc. (except for surfaces provided for such purposes).

5. The rooms and/or kitchen shall be left in orderly condition. If the library must provide more than reasonable cleanup, a fee of $50 (or more based on actual costs) will be charged. Any fee charged must be paid in full before the group may reserve or use a meeting room again.

6. Persons or organizations who want to use the kitchen must reserve it when they reserve the Community Room, and pay a non-refundable fee of $25 for the kitchen at that time. Dishes, utensils and consumable products must be provided by the group. Users must remove their

trash and leave the room neat at the end of the room's use. Food and drink must stay in the Community Room for the duration of the event.

7. All programs for groups composed of persons under age 18 require the presence of a responsible adult at all times. Use of meeting room for study groups by persons under age 18 is available at the discretion of library staff.

8. If a meeting or event is cancelled, it is the expectation that the room user shall contact library staff as soon as reasonably possible. This ensures others the opportunity to use the meeting room. Repeated failure to do so may result in suspension of room privileges.

9. The library's handicap accessibility will not be compromised by any organization using the room. The exit doors must be kept clear of all obstructions during all events. Persons with disabilities may not be prevented from using either meeting room.

10. The library may supply audiovisual and other equipment for events in the rooms if it owns the equipment. It should be requested at the time the organization representative reserves space. Staff persons do not operate equipment in meetings or events in either room unless they are library sponsored events.

11. The library is not responsible for any equipment, supplies, or other items brought to the library by any group or individual attending a meeting. The Library Board and staff do not assume any liability for groups or individuals attending a meeting or event at the library. Permitting use of a room does not constitute an endorsement of the group's policies or beliefs by the Library Board or staff. In any public announcement, the meeting room user may not use the library's name to imply or infer that the library is the host or sponsor of the scheduled event.

12. Serving or consuming tobacco products or illegal drugs is not permitted in the library. Use of alcohol is not permitted except in specifically approved library functions.

13. The Library Director has the authority to revoke or deny permission for use of either room if this policy is not followed, and has authority to interpret minor variations in this policy. Any person or group may appeal the Director's decision to the Library Board.

MEETING ROOM SCHEDULING:
Meeting rooms should be requested as far in advance as possible but no more than 4 months in advance. No organization may reserve a meeting room more than once in any given week or twice in any given month. Library sponsored programs receive first priority, after which other requests will be considered in the order in which they are received. No person or organization may schedule regular meetings in the room for more than three months at a time without Library Board approval.

Meeting rooms are available during normal library open hours. The library director reserves the right to schedule meeting room use before or after open hours by special arrangement. If additional library staffing is needed due to the nature of the meeting room use or the hours of use, a fee (or additional fee) may be required. The library reserves the right to cancel or relocate any scheduled

meeting if circumstances warrant. In the event of a cancellation, fees will be returned to the organization.

DAMAGES AND LIABILITY:
The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group or organization using the meeting room shall be held responsible for willful or accidental damage to the library building, grounds, collections or equipment caused by the group or organization, its members or those attending the program.

FINAL AUTHORITY FOR MEETING ROOM USE:
The Library Director and Library Board of Trustees are the final authority in determining use of the meeting rooms. Failure to abide by the library's meeting room policy and rules of conduct may result in the cancellation or refusal of future reservations.

Approved by the Edgerton Public Library Board
January 11, 2006; revised 2010; revised March 12, 2019.

Edgerton Public Library
Community Meeting Room Use Agreement

A signed room use application must be filed with the library at least one day prior to the use of the room. The person signing the application is responsible for the group's use of the room, cleanup and any damage to the room, and to the library proper if the room is used while the library is closed.

Use fees:
    $0   most users of Community Room or Conference Room.
    $25:   reservation of kitchen (non-refundable).
    $50:   commercial entities' use of the Community Room.
    $50 (or more based on actual costs): for more than reasonable cleanup needed.

==$30/hour if additional library staffing is needed==

Date of Function _____

Function _____

Name of User/Organization _____

Address _____

City & State _____

Telephone _____ e-mail_____

I have received a copy of the user policy and agree to abide by the rules.

User Signature_____

Print user name _____

Date _____

Checks are payable to Edgerton Public Library.

   *
Office use only:

Paid by: check # ____cash ____ Credit card _____ initials _____