

Mount Horeb Public Library

Mount Horeb Public Library MEETING ROOM & QUIET ROOM POLICY

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I. Purpose of Policy

- A. The Mount Horeb Public Library Quiet Room and Kitchenette are intended primarily for use by the library for its own programs and purposes. Some of the programs held in this space are monthly book discussion groups, Parents' Place speakers, computer classes, and other library sponsored events.
- B. Additionally, a purpose of the Quiet Room is to provide the public with a quiet space within the library, especially during events, which attract large crowds, i.e. Summer Library Program performers, Early Release Days, and Storytimes.
- C. However, in keeping with the library's mission to offer opportunities for personal growth, learning, and enjoyment, the Mount Horeb Public Library Quiet Room and Kitchenette are available for use by community groups for educational, informational, or cultural meetings and programs when not scheduled for library purposes.
- D. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."
- E. Use of the Quiet Room as a meeting room does not imply endorsement by the library staff or library board of the viewpoints presented or held by the users of this space when utilizing it as a meeting room.

II. Description

A. **The Mount Horeb Public Library Quiet Room**, located off the foyer, accommodates 12 people comfortably as a Quiet Room. This space includes a conference-style table arrangement, which comfortably seats twelve and four comfortable armchairs. The space also includes floor lamps.

B. **Mount Horeb Public Library Quiet Room as a meeting room** accommodates about 20 people comfortably. There is a conference-style table arrangement that seats 10 people. There are additional chairs made available for casual seating around the table and the tables may be re-arranged depending on need and type of meeting. However, there is limited mobility with the four armchairs and reading lamps. Along with tables and chairs, the following items are available for use in this space: white board, TV/VCR and cart, slide projector, lectern, flip chart easel, and all other circulating library equipment, as available.

Non-library programs scheduled for the Quiet Room must fit within the Quiet Room's stated capacity. Groups cannot overflow into the Library proper. Fire Code regulations for capacity apply to the space.

The library does not rent the entire library to outside groups.

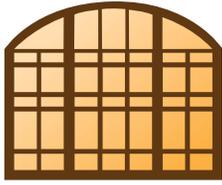
C. **The Mount Horeb Public Library Kitchenette**, located off the Quiet Room is available to those who rent the room as a meeting room space. It is locked and unavailable on a daily basis to users of the space as a Quiet Room. The Kitchenette has a refrigerator and stove. Plates, cups, glasses, tableware, and assorted Kitchenette and service utensils are available for use. All consumable products, including dishtowels, must be provided by the users. Users are responsible for washing, drying, and storing Kitchenette items before vacating the room. They will leave the Kitchenette area clean and orderly. Kitchenette procedures are posted above the sink.

III. Use Policy as a Quiet Room

A. Help Desk staff will monitor Quiet Room use. Because this is an unsupervised space, due to its location, the Help Desk staff will unlock the room and allow entry into the room, however, the doors will remain locked from the outside; only those individuals who have checked in with the Help Desk staff are authorized to use the room.

B. Based on the configuration of the tables and chairs in the room, up to twelve adults may be expected to share the Quiet Room at any given time.

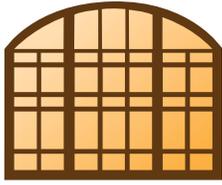
C. Adults ages 16 and up are allowed to use the room. Children under the age of 16 must be accompanied by an adult.



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- D. Users of this space are asked to maintain the quiet by whispering and turning off cell phones.
 - E. Users of this space who are unable to maintain the expected levels of quiet will be asked to leave.
 - F. The Kitchenette is unavailable when the space is being utilized as a Quiet Room.
 - G. This space is available as a Quiet Room all the hours the library is open unless the library or another group has reserved the room.
 - H. It is understood that the Village of Mount Horeb and the Mount Horeb Public Library assume no responsibility for any personal property (equipment, supplies, materials, clothing, or other items brought to the Library) which is placed, or left, in the Quiet Room.
- IV. Use Policy as a Meeting Room**
- A. The Library Board encourages the widest possible use of the Meeting Room and Kitchenette by community groups as long as this use does not interfere with the normal functions of the library.
 - B. The Meeting Room is intended primarily for the library's own programs.
 - C. When not needed by the library, the room may be used for:
 - 1. Educational, informational, cultural, and government/civic activities; and
 - 2. May include public lectures, panel discussions, presentations, group discussions, workshops, and other similar functions; and
 - 3. Must be free of charge.
 - 4. Must be open to the public, unless an hourly fee is paid.
 - D. The Meeting Room is not available for the following purposes:
 - 1. Monetary solicitation, admission fee, or donation by any entity other than the library or the Friends of the Library.
 - 2. Programs involving the sale, advertising, promotion of commercial products or services, including the compilation of mailing lists for future solicitation, by any entity other than the library or pre-approved entities for short-term classes, institutes, discussion groups or forums involving small fees.
 - 3. Programs that would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk.

- E. Businesses, commercial entities, and private parties may use the room for an hourly fee. Such meetings may be closed to the public.
- F. The Meeting Room is available before, during, and after the library's operational hours, Monday through Saturday. The room is not available on Sundays or on Holidays that the library is closed.
- G. Meetings must end on time, so the room may be prepared for other meetings.
- H. Set up and Clean up: the library does not provide setup / cleanup services. Please allow ample setup / cleanup time. Setup prior to reserved times is prohibited. Tables should be wiped down (especially if food and crafts are involved). Carpet should be vacuumed (especially if food and crafts are involved). Dishes should be washed and put away. Counter tops should be wiped down. Failure to leave the Meeting Room in a clean, usable state can be cause for denial of future meeting room requests.
- I. Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.
- J. Programs that interfere with the library's operation, as determined by the Director, shall not be allowed.
- K. Equipment reservations shall be made at the Circulation Desk, subject to availability and for use in accordance with the Equipment Use Policy.
- L. The library does not provide personnel to operate audiovisual equipment.
- M. Users may use their own equipment in the Meeting Room, with prior approval of the Director.
- N. The walls shall be kept free of materials. Do not post anything.
- O. Deliberate care should be taken with the white board. Special white board pens are available for check-out and should be requested prior to using the white board. If the white board is damaged, fees will be assessed. *Please see page 6 for Fees & Charges.*
- P. The library cannot provide storage space for users of the Meeting Room or Kitchenette.
- Q. Groups may serve food and drinks, with the prior approval of the Director.
- R. Alcoholic beverages are prohibited.



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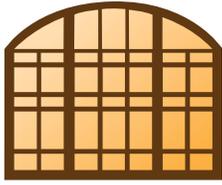
- S. Smoking is prohibited.
 - T. Users are responsible for leaving the room clean and configured according to the chart on the wall. Charges will be assessed for damages, required extra cleanup, or reconfiguration of the room. *Please see page 6 for Fees & Charges.*
 - U. Notices or flyers announcing the users' event, or use of the room, may be placed on the Meeting Room door only on the day of the event.
 - V. Messages cannot be relayed to people attending meetings, except in emergencies.
 - W. Anything flammable or anything that the Director deems as a safety hazard is prohibited in the Meeting Room.
 - X. The Meeting Room may not be reserved for an entire day unless permission is obtained from the director.
 - Y. The library reserves the right to refuse to book the Meeting Room for users whom do not comply with this policy.
- V. **Room Reservations as a Meeting Room**
- A. Room reservations are made with the Help Desk Staff. Although telephone applications cannot be accepted, the Help Desk Staff will provide information regarding room availability.
 - B. The Meeting Room is scheduled on a first-come, first-served basis, when not needed by the library.
 - C. Reservations must be made in advance. Reservations may be made up to 90 days in advance, to a maximum of one meeting per calendar month per group.
 - D. One Meeting Room Reservation Form must be submitted for **each date** requested. Submit Meeting Room Reservation Form to the Help Desk Staff. **Completion of the Meeting Room Reservation Form and payment of hourly fees, if any, is required to secure a reservation.** *Please see page 6 for Fees & Charges.*
 - E. Users may acquire the key up to 1 day in advance, provided they have secured a reservation. Arrangements must be made to pick up the key from the Director, during normal library hours.

- F. Cancellations must be made at least 24 hours in advance.
- G. Users under eighteen years of age must have the Meeting Room Reservation Form signed by a sponsoring adult, who must be present at the meeting and accepts responsibility for any damage done to the room.
- H. To reserve the Kitchenette, users must also reserve the Meeting Room.
- I. Keys may not be copied.
- J. If the key is lost, the user will be charged to rekey the foyer and meeting room doors, as well as all associated costs (such as, cost of all replacement keys).
- K. There are no restrictions on the scheduling of library and library-related events and programs. In the rare case when the library must schedule a last-minute event, groups will be given advance notice of the library's need, the reservation will be cancelled, and their fee payments, if any, will be returned.

VI. Fees and Charges

A. Use Fee

1. Non-profit, volunteer, and community groups within the Mount Horeb Public Library service area will not be charged for use of the room. The Mount Horeb Public Library service area includes the village of Mount Horeb, Blue Mounds village & township, Primrose, Perry, Springdale, and Vermont townships.
2. Community groups not within the library service area defined above will be charged the hourly fees.
3. Businesses, commercial entities, and private parties will be charged the hourly fees:
 - a. Meeting Room, \$10.00 per hour
 - b. Kitchenette, \$20.00 per hour, includes the fee for use of Meeting Room
4. The following must be fulfilled, or charges will be assessed, after a meeting:
 - a. The Meeting Room is neat & orderly with tables and chairs configured according to Meeting Room diagram.
 - b. The Meeting Room and/or Kitchenette is/are free of damages beyond the normal wear and tear. (Damages assessed by the Director.)
 - c. The Kitchenette is clean & orderly, following posted Kitchenette procedures. (Cleanliness assessed by the Director.)
 - d. The Meeting Room key is returned to the Director.



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B. Damages

1. Users of the Meeting Room agree to reimburse the Library for any and all costs of repair of any and all damage, as determined by the Director, as may be caused directly or indirectly to the room and/or facilities by such use thereof. For example:
 - a. \$500.00 replacement cost of white board if incorrect writing utensil is used on the surface.
 - b. Cost of carpet cleaning will be assessed to any group who spills food or beverage on the carpet, as determined by Director.
 - c. Cost of replacement keys and rekeying for the foyer and meeting room, if key is lost.

VII. Disclaimer

- A. It is understood that the Village of Mount Horeb and the Mount Horeb Public Library assume no responsibility whatever for any property placed in the Library in connection with a meeting, exhibit, or display; and that the Village of Mount Horeb and the Mount Horeb Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit or display.
- B. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.
- C. Persons or groups using the Meeting Room agrees to reimburse the Library for any and all costs of repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage, the matter will be referred to the Village Attorney for legal action.
- D. The fact that a group uses the library Meeting Room or Kitchenette 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.
- E. Groups using the Meeting Room and/or Kitchenette must publish the following disclaimer text in all marketing materials: "This program is not a library sponsored event."

VII. Failure to Comply

- A. The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure library policies are followed. Library staff will have free access to meeting rooms at all times. The library may refuse to book the Meeting Room space for groups that do not comply with the guidelines of this policy; or, ask groups to leave who are not in compliance with the guidelines of this policy.

*Created May 2002; Policy approved by Library Board, August 13, 2002.
Amended by the Library Board June 22, 2017.*