

Policy for Marshall Community Room Use.

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Purpose

The primary function of the community room is to provide a place for Library related programs. When not scheduled for activities related to the Library, the room will be made available for use (without a fee) by Marshall area governmental units for meetings and programs, non-profit (Federal 501(c)3 certified), educational and cultural agencies and community service agencies. The Marshall area is defined as the Village of Marshall, Town of Medina, Town of York, and the Town of Sun Prairie. These meetings must be free and open to the public

Code of Conduct

The Board of Trustees of the Marshall Community Library has the right to establish and enforce regulations that will allow the Library to provide services, maintain the collection, and ensure an atmosphere within its facilities to the benefit of the greatest number of users. Upon request, patrons will be required to show their library cards or other identification to library staff and may be asked to sign in. Anyone who disregards these regulations is subject to removal from the library and/or restriction of library privileges.

Specific inappropriate conduct includes but is not limited to: unauthorized drinking or smoking or vaping; sleeping or socializing; loitering or interfering with free passage; behaving in a disorderly, boisterous or loud manner; panhandling or soliciting; using cell phones in non-designated areas; using audio or personal equipment that disturbs others or interferes with library service; being illegally under the influence of drugs or alcohol; damaging, defacing, destroying, or stealing library property; violating computer use policies; using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.; skateboarding, rollerblading, etc.; harassing or threatening another person; poor hygiene that is offensive to other persons; bringing in excessive items that cannot be stowed under a standard study chair; and bringing in animals except as required by persons with disabilities.

General Regulations

Meetings must be free and open to the public.

All groups must comply with the Americans with Disabilities Act (ADA). Groups using the meeting rooms must agree to meet ADA 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. See "Publicity and Notice of Meeting(s)" below for language.

For-profit organizations are not eligible to schedule activities in meeting rooms for the primary purpose of making a profit from the event being sponsored. For-profit organizations may utilize meeting rooms for educational or charitable purposes.

Groups, persons or organizations using the room may not charge admission or solicit donations. Possible exceptions may be made for a program or educational course requiring a registration fee or tuition. Exceptions may also be made for library-sponsored author, musician or artist visits, where the program may offer materials for sale.

The meeting room may not be used for activities prohibited under local, state, and or/federal law. The library does not provide storage space for groups or individuals using the meeting room. Prior day set-up for an activity must be pre-approved by the Library Director and is not always possible. Library staff are not able to relay messages to people attending the meetings, except in emergencies. Exceptions to this policy include the Library and Friends of the Library sponsored programs and events.

Meeting Rooms may **not** be used for:

- Commercial Activities
 - *Monetary solicitations, except for library or city-sponsored fundraising.*
 - *Programs involving the sale, advertising or promotion of products, or services or programs, including compilation of mailing lists for future solicitation.*
- Personal or Family Activities

Payment for Hourly Fee meetings

Payment must be made at the time of the application. If the application is denied, the payment (check) will be returned.

Fees: \$20.00 per hour or \$10.00 per ½ hour.

Room deposit of \$50.00 must be paid at the time of application. Once the room is checked for adherence to the “Use and Clean Up” portion of this policy (within 24 hours), the deposit will be returned to the person signing the application.

Availability

Meetings and programs should take place between 8 am and 9 pm. Time of use must be noted on the application form. On days when the library is not open, room use will be at the discretion of the Library Director based on staffing and other policies.

Library programming will take precedence over any other meetings/events. Should the Library require the use of the room on a date previously scheduled by a group, the Library will notify the group within 72 hours of the reservation date and another date will be scheduled. The Library will make every effort to avoid canceling a groups’ reservation, but the Library will always have priority use of the room.

The Community Room may be reserved for a maximum of four (4) hours per use. The Community Room may be used a maximum of four (4) times per year. The Library Board or Director may approve additional uses based on need, current reservations and library use. Meeting rooms are scheduled subject to the availability of staff.

Reservations are not considered confirmed until a written application has been approved. Phone inquiries do not hold a date.

Publicity and Notice of Meeting

Materials may not be affixed to the walls or ceilings of the room or doors. Posting signs pertaining to the community room event will be limited to (2) 8 1/2 x 11 posters in the lobby, unless previously approved by the library director. (example: musical program).

Notices of meetings, flyers, news releases or any other promotional materials describing an event must include:

- The library name and address as the Marshall Community Library., 605 Waterloo Rd, Marshall WI
- The following disclaimer statement:

Permission to use a library meeting room does not imply library endorsement of the aims, views, policies, or activities of any group or organization.

- Notice of agreement to provide accommodations according to the ADA, using the following language:

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. For more information or to request accommodations, contact us at (your telephone, address, e-mail and/or other contact information.)

- A copy of notices of meetings or promotional materials should be sent to the library. The mailing envelope should be addressed as follows: "Attention: Meeting Rooms."
- The contact person's name and telephone will be listed on the flyer, and will be given to anyone who would like more information about the meeting.

Use of Facilities

Check in with a staff member before use. Application will be reviewed for any special instructions.

Equipment available for use is included on the application form. All groups (fee based or not) will be held responsible for misuse (deliberate or accidental) of all equipment. Users should have a working knowledge of the equipment. Deliberate care should be given to use of the white board. Special markers ONLY should be used. These markers are located in the TV cabinet.

Groups may serve refreshments. Serving any type of alcohol requires prior approval by the Library board, and proof of liability insurance and operator's license as required by the Village of Marshall. This activity is limited to only the community room.

For meetings with more than 25 minors, at least one adult must be present for every 25 minors. Adults must remain with their group during the entire time of the library visit.

Permission to use a meeting room is revocable and does not constitute a lease.

The library may impose reasonable conditions for the use of its meeting rooms to ensure that public or private property is not damaged through use of its facilities, and to ensure that the comfort, convenience, safety or welfare of the public is not disturbed.

Agreement by Users:

In consideration for the use of the community room, each organization making a request agrees that:

1. It will pay for any and all damages or theft, to any property of the Marshall Community Library and the Friends of the Marshall Community Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its' invitees.
2. It will hold harmless the Village of Marshall, the Marshall Community Library, its board and employees, from and against any and all liability which may be imposed upon them for any injury or accidents to persons or properties caused by the organization or any person in connection with the meeting or the normal use of the library.
3. It will take responsibility for compliance with the accessibility to services provisions of the Americans with Disabilities Act.
4. The Library, Library Board or staff is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library by any group or individual attending a meeting or program.
5. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the groups' policies or beliefs by the Library Board or Library staff.

Responsibility for Cleaning and Damage

A checklist must be completed by each group/person after EACH use of the room. Failure to complete the check list, or failure to complete the clean up tasks may result in a revocation of future room use.

Following the meeting, the group must leave the meeting room in the original condition and setup arrangement.

The user, specifically the person that signs the application, will be responsible for all loss/damage to the building, furniture and/or equipment. If custodial assistance is required to clean the facility after the meeting, the group will be billed a minimum of \$50 plus the actual cost of any damages and future meeting room use will be denied

Prohibitions

No smoking

Staff is not responsible for setting up or taking down community room furniture

Maximum room capacity cannot be exceeded (90)

Materials may NOT be affixed to the walls or ceiling

Library will not provide utensils, plates, cups etc.

Programs cannot disrupt the use of the library by others. Any group that is disruptive or disorderly as determined by the Library staff will be asked to leave.

Application Form and cancellations

Applications for the use of the community room by non-library groups must be made on the appropriate form at least 14 working days in advance by an authorized, adult representative of the group. Failure to completely and accurately fill out the form will result in termination of group/persons use of the facility. Clear and complete disclosure of the use/event must be addressed on the application.

Upon receipt of the completed applications, and if the meeting purpose complies with the approved Meeting Room Policy, a library staff member may approve the application and confirm the date. If there is an application for use, which the policy does not clearly cover, the staff member will refer the application to the Director who will either approve or disapprove or refer the application to the library board for a decision.

Cancellation of use is requested as soon as known. Failure to provide cancellation notification will result in revocation of future room use.

Meeting Room Set Up

Each group/user is responsible for setting up the room. The library staff cannot assist. User must be able to set up and take down the tables and chairs without damage. Assistance from another in your group is recommended as some furniture may be heavy.

Approved 03, Revised/approved 11/08, Revised/approved 7/10, revised/approved 10/14, revised/approved 9/16.