



Irvin L. Young Memorial Library

MEETING ROOMS/DISPLAY SPACE POLICY

Commented [SL1]: We have a separate policy for the display cases as they are not typically part of any group's event or usage.

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Exceptions to any part of this policy may be considered by the Library Director or the Library Board.

A. PURPOSE

The Irvin L. Young Memorial Library ("Library") provides meeting rooms to further the library's mission in the community by providing public spaces available for use by groups for civic, cultural and educational purposes. When not needed by the employees of the library, meeting spaces are available to those who meet the eligibility criteria.

The Library's use of meeting rooms is the first priority. The Library reserves the right to cancel a public reservation if the room is needed for that purpose. This right will not be exercised except in emergency situations and requires the approval of the Library Director or Library Board.

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." Use of the meeting rooms does not constitute an endorsement of the views of the user(s) of the room by the Library.

B. HOURS OF MEETING AND FEES

The meeting rooms may be used free of charge during library service hours.

C. EQUIPMENT AVAILABILITY AND SET-UP

1. The Community Room includes:

- i. Refrigerator and sink
- ii. Kitchen and serving facilities for light refreshments; but not plates, cups, utensils, glasses, napkins, or other serving items.

App. 5/91 | rev. 9/91 | rev. 5/98 | rev. 4/00 | rev. 7/00 | rev. 7/03 | app. 7/06 | rev. 9/07 | rev. 7/09 | app. 7/12 | rev. 12/13 | rev. 12/15 | rev. 2/19 | rev. 4/23



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2. The Community Room can be divided into two (2) sections. Two meetings will be scheduled simultaneously if two requests arise and if the projected attendance size allows such scheduling.

3. The library will provide chairs, tables, lectern, DVD player, TV, projectors, projection screen, laptop, and remote meeting equipment when available and when these have been requested on the application. However, the group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as clearing equipment.

D. DISPLAYS AND EXHIBITS IN MEETING ROOMS/~~DISPLAY CASES~~

1. Displays and exhibits are subject to the same exclusions as the meeting rooms. A written application is required and must have the approval of the library director at least seven (7) days in advance.
2. The sponsoring organization must agree to set up and take down any exhibits and displays.
3. During the exhibit and display period, groups will continue to use the meeting room(s). The library takes no responsibility for the supervision and security of the exhibits or displays.
4. Displays and exhibits will be limited to a three (3) week period, but extensions may be granted by the library director if there are not other requests for the space.

E. MEETINGS/RESERVATIONS

1. Groups desiring to use the meeting rooms for meetings must submit a room reservation ~~form~~ request.
2. Meetings may not be scheduled more than six (6) months in advance. In order to make the meeting spaces as accessible to as many people as possible, one use per month is permitted for each group. An exception may be granted by the library director for short courses, or similar special events dependent on the scheduling calendar.

Commented [SL2]: As mentioned, there is a separate policy for the display cases. This policy should only cover displays and exhibits that are in the meeting rooms.

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Commented [SL3]: We are moving toward an online reservation system so I would prefer that the word "written" not be included.

Commented [SL4]: Our old policy allowed for two uses per month so this is more restrictive. Also, we have been allowing more frequent use by some groups on a case-by-case basis. I would like this policy to be less restrictive than what we already have.

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App. 5/91 | rev. 9/91 | rev. 5/98 | rev. 4/00 | rev. 7/00 | rev. 7/03 | app. 7/06 | rev. 9/07 | rev. 7/09 | app. 7/12 | rev. 12/13 | rev. 12/15 | rev. 2/19 | rev. 4/23



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F. APPLICATION PROCEDURE

1. Application for the use of the meeting room(s) must be made for the use by an authorized representative of the group.
2. Upon receipt of an application, a library staff member will accept the application and confirm the booking if the meeting purpose falls within the meeting room policy and proper supervision is assured.
3. If there is an application which policy does not cover, the application will be referred to the director for approval, **or to the Library Board for a final decision.**
- 4.

G. CHILDREN'S GROUPS

Children's groups may use the meeting room(s) provided an adult sponsor makes the application, and provided that the meeting is supervised by adult sponsors, unless permission is obtained from the library director.

H. OTHER REGULATIONS

1. Alcoholic beverages may not be served.
2. The library building is a non-smoking facility and smoking is not permitted in any area of the building nor on any portion of the library grounds.
3. Programs may not disrupt the use of the library by others. Any group that is disruptive or disorderly will be asked to leave.
4. The group is responsible for clean-up of areas of the building it has used.

I. AGREEMENT BY USER

1. In consideration for the use of the meeting room(s), each organization agrees that:
 - iii. It will pay for all damage to any property of the Irvin L. Young Memorial Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.

App. 5/91 | rev. 9/91 | rev. 5/98 | rev. 4/00 | rev. 7/00 | rev. 7/03 | app. 7/06 | rev. 9/07 | rev. 7/09 | app. 7/12 | rev. 12/13 | rev. 12/15 | rev. 2/19 | rev. 4/23

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Commented [SL5]: I think there should be a statement in the policy that allows people to appeal the director's decision to the library board if they feel that they have been unjustly denied use of the meeting rooms, but this statement here suggests that the library board is involved in day-to-day operation of the library. Perhaps a final section (K) that addresses appeals?



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- iv. It will hold harmless the City of Whitewater and the Irvin L. Young Memorial Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting, exhibit, or display.
- b. It is understood that the City of Whitewater and the Irvin L. Young Memorial Library assume no responsibility whatever for any property placed in the library in connection with a meeting, exhibit, or display; and that the City of Whitewater and Irvin L. Young Memorial 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.

J. EXCLUSIONS

- c. Activities/programs charging admission for attendance. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the library, or payment of fees for non-credit education courses conducted by established educational institutions or organizations. In either case, permission must be obtained from the library director.
- d. Personal or family purposes that would not be appropriate in the rest of the library; e.g. birthday parties.
- e. Group activities involving more than normal wear and tear on the meeting room.
- f. A return use by a group that has abused the facilities or regulations in an earlier use of the meeting room.