

POLICY TITLE: Meeting Rooms

ADOPTION/LAST REVIEW: Adopted 4/12/94, revised 7/10/01, 5/11/04, revised 6/14/05, revised 9/19/17.

A. Purpose

The library has six meeting rooms that are available for public use.		Capacity
• J.P.Adler Family Room	first floor	60
• Frankland Parent's Room	first floor	6
• Mary James & William J. Mork Study Room	second floor	8
• Marshfield Furniture Study Room	second floor	8
• BeeBee Study Room	second floor	8
• Felker Family Foundation Genealogy & Local History Room (dual purpose room in which meetings share space with researchers)	second floor	30

Everett Roehl Marshfield Public Library offers a variety of programs for people of all ages as an integral part of its service to the public. Therefore, library sponsored programs have priority over other uses of the library meeting rooms. The library does, however, recognize that community organizations sponsor programs that are consistent with many goals of the library, and consequently, we encourage public use of our facilities.

B. Permissible Uses

In general, the library's policy permits community organizations to use the meeting rooms free of charge if the meeting is open to the public without charge and is advertised as such. Examples of permissible organizations include cultural, literary, and artistic groups; school, service and social welfare organizations; clubs and organizations concerned with civic improvement; governmental meetings; and informational or educational meetings sponsored by local business or industry.

Examples of the types of meetings that are **not allowed** include:

Purely commercial uses of the facilities. These kinds of groups are generally referred to local meeting, dining, or convention facilities.

Meetings that have the sale of products or services as a primary or incidental purpose.

Commercial events, including educational classes or seminars that charge a fee.

Library sponsored events may allow incidental sales with the permission of the Library Director.

Meetings of groups that were responsible for damage to library property or that have disregarded library rules during previous uses of the facilities.

Gatherings that are of a purely social nature.

Any event that may be disruptive of normal library operations.

C. Reservations

Patrons may make reservations using the online software, but these reservations will be pending until approved by library staff. Staff will assist patrons with making reservations by telephone or in person. The BeeBee Study Room is not bookable by patrons online at this time. **Repeated no-shows may result in the suspension of reservation privileges.**

Groups composed of persons less than 18 years of age are permitted to use the meeting rooms, however, an individual over the age of 18 must make the reservation, must be in attendance and must agree to assume responsibility for the actions of the participants.

The library reserves the right to collect a \$10 security deposit at the time that the reservation is made for each date the room is booked. Excluded from this are city, county, and state governmental organizations. This deposit will be returned if the rooms are left in a satisfactory condition.

If previous room use has resulted in damage or the need for extraordinary cleaning the library reserves the right to charge a security deposit at the time of the room booking. The security deposit will be contingent upon the Library's repair/restoration costs involved in the previous room booking.

D. Cancellations

Cancellations must be made at least 48 hours before the scheduled starting time of a meeting. If such a notice is not provided, the library reserves the right to charge a \$10.00 forfeiture fee as a penalty, and/or may deny future use of library meeting rooms.

E. Rescheduling

In the case of an emergency or if a meeting room is needed for a library sponsored program, the library reserves the right to reschedule or reassign an organization. The decision to reschedule or reassign can be made by the library director or designee.

F. Restrictions

The following restrictions apply to all room uses:

- Alcoholic beverages are not allowed
- The sale of products or services is not allowed. Non-profit organizations may collect dues.

- Smoking is not permitted in library.
- Food and drink are allowed in the meeting rooms, but the room is expected to be cleaned appropriately at the conclusion of the meeting.
- Organizations may not use the name or address of the library as their official address.
- Groups using the facilities may not attach anything to the walls or furnishings of the library unless permission to do so has been granted by a library supervisor.
- Library telephones are not available for public use with the exception of the public access phone in the Everett and Dolores Roehl Atrium. Any incoming messages received will be delivered to the person in charge of the meeting. It will be their responsibility to deliver the message to individual participants.
- We require that rooms be left in the same condition in which they were found. Otherwise, the library reserves the right to charge a fee to return the room to its original condition and/or may deny future use of library meeting rooms.
- The organization or individual will be billed for any damage done to the room or equipment.

G. Hours of Availability

Meeting rooms are normally available during the library's regular business hours. Organizations using meeting rooms are expected to conclude their meetings 15 minutes prior to the library's closing time. Normal library business hours are:

Labor Day - Memorial Day	
Monday-Friday	9:00 a.m. - 9:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 – 5:00 p.m.

Memorial Day - Labor Day	
Monday-Friday	9:00 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.

Individuals coordinating meetings are normally allowed access to meeting rooms up to one-half hour before the meeting is scheduled to begin. Arrangements for longer set-up time can sometimes be scheduled. The formal meeting should end 15 minutes prior library's closing and all clean up, packing, etc., should be done by the closing hour. Organizations that do not observe this rule will be charged for the time as indicated in the following paragraph and may be denied access to the meeting rooms in the future.

Permission can be granted for meeting room use after or before regular hours but the organization will be charged \$60.00 for each hour or portion of an hour before or after normal opening or closing hours. Arrangements for overtime use must be made at least seven days in

advance with the Library Director and are subject to availability of staff. A member of the library's permanent staff must be in building while the room is in use.

H. Equipment

The group using the room shall be responsible for any take down or set up that it requires to return the room to its original state.

The Adler Room has a smart TV and DVD player on a mobile cart and a counter with a sink. The Frankland Room has a wired internet computer and children's toys. The Felker Room has a smart TV and a DVD player on a mobile cart. Each of the Study Rooms has a stationary smart TV and a mobile white board.

In addition, the library has an overhead projector, slide projector, multimedia projector, and DVD player that can be borrowed with a library card for use in the meeting rooms.

The library does not provide operators for the equipment available. If necessary, arrangements for instruction in the use of this equipment should be made at the time of the room booking and prior to the meeting date.