

POLICY TITLE: Meeting Rooms

ADOPTION/LAST REVIEW: Adopted 4/12/94; revised 7/10/01, 5/11/04, 6/14/05, 9/19/17, 2/16/21; 2/16/23

A. Purpose

The Everett Roehl Marshfield Public Library has six meeting rooms available for public use:

		Capacity
J.P. Adler Family Room	First Floor	60
Frankland Parents' 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 and Local History Room*	Second Floor	30

(*dual purpose room in which meetings share space with researchers)

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 by Outside Groups and Organizations

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:

- a. Meetings that have the sale of products or services as a primary or incidental purpose.
- b. Commercial events, including educational classes or seminars that charge a fee.

- c. Gatherings that are of a purely social nature.
- d. 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.

Groups composed of persons less than 18 years of age are permitted to use the meeting rooms, however, to reserve the Adler Room, 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 \$50 security deposit at the time that the reservation is made for each date the room is booked. Room bookings will not be confirmed until security deposit is received. City, county, and state governmental organizations are excluded from this policy. Security deposits will be returned if the rooms are left in a satisfactory condition, however the library reserves the right to charge for damages to meeting rooms or items within those rooms.

If previous room use has resulted in damage or the need for extraordinary cleaning, the library reserves the right to deny any future meeting room reservation requests from the same organization or group.

D. Late Shows and Cancellations

A reserved room will be held for 15 minutes past the scheduled check-in time as a late show, and then if necessary, be given to another patron for their use. Patrons should contact the Library by telephone if they know they are running late and confirm with staff that the room will be held for them for up to 30 minutes past the originally scheduled time. If the patron will be later than 30 minutes, they should ask staff to amend their booking if the schedule allows. 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 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, smoking, vaping, or other tobacco use are not allowed.
- The sale of products or services is not allowed except for library-sponsored programs. Non-profit organizations may collect dues.
- Food and drink are allowed in the meeting, 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.

G. Hours of Availability

Meeting rooms are normally available during the library's regular business hours.

Individuals coordinating meetings will be allowed access to meeting rooms up to one-half hour before the meeting is scheduled to begin should library scheduling permit. 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 these rules 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 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 is responsible for any take down or set up that it requires to return the room to its original state.

The Adler Room has a SmartTV 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 SmartTV and a DVD player on a mobile cart. Each of the Study Rooms has a stationary SmartTV and a mobile white board.

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

The library does not provide operators for the equipment. 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.