

**Aram Public Library Policy 3.2
Meeting Room Policy**

Revised January 13, 2014

The facilities of Aram Public Library are available for public gatherings when the room is not being used for its primary purpose: library-related activities. Use of meeting room facilities must take place in a responsible manner, without undue cost to the Library Board of Trustees and without undue interference with library activity.

Use:

1. All meetings must be free. No admission fees may be charged or donations collected.
2. Fund raising events or solicitation of any kind are not permitted unless sponsored by the Friends of the Library.
3. Reservations must be made in advance by filling out the Meeting Room Use Application available at the Adult Services Desk.
4. Groups of children are welcome to use the room, but application must be made by an adult and adult supervision of the group must be maintained at all times by someone other than Library Staff.
5. Meeting Room Use Applications may be denied at the discretion of the Library Director and/or the Library Board of Trustees. Approval of the application must be confirmed before a group can expect the room for use.
6. To comply with fire codes, groups must be smaller than 35 people in chairs or 24 people at tables and in chairs.

Examples:

The following types of events are permitted in the meeting room:

- Public education programs sponsored by a government agency or non-profit organization.
- Programs of special interest, such as by collectors or hobbyists.
- Employee training or workshops.

The following types of events are NOT permitted in the meeting room:

- Private social events such as family reunions, wedding receptions, or birthday parties.
- Religious services (to avoid an appearance of endorsement by the library).
- Partisan political activities closed to the public (to avoid an appearance of an endorsement by the library).

Fees and Liabilities:

1. The library charges no fees for use of the meeting room; however, groups may be assessed a \$20.00 refundable deposit.
2. Payment, which may include some or all of a deposit amount, is expected for any damage to or loss of library property and/or for janitorial service if the room is not left in the condition in which it was found. The responsible party will be the person who signs the Meeting Room Use Application form.
3. The library is not liable for injuries to people or damage to property of organizations using the room.

Guidelines for Meeting Room Use:

1. Library programs take precedence over other meeting room activities. Reservations by outside organizations can be bumped by Library activities. The Library will try to avoid such occurrences; however, in the event that a reservation must be bumped, the Library will notify the person whose signature is on the Application.
2. Only light refreshments and no alcoholic beverages may be served. The Meeting Room must be left free of crumbs, waste, etc. The library provides no equipment or services for the serving of refreshments.
3. Smoking is prohibited in all areas of the Library.
4. Each group using the room is responsible for setting up the room and returning it to its original condition.
5. The room is to be vacated 30 minutes before the Library closes or another program is scheduled.
6. The Library is unable to provide storage space for groups using the room; therefore, any food, beverages or personal items left in the meeting room on the day following a meeting will be discarded. Furthermore, the Library cannot store items for groups before a meeting.

Reservations and Cancellations:

1. An application for the use of the meeting room may be made in person, by fax, by telephone or by e-mail, but a signed Meeting Room Use Application form (available from the Adult Services Desk) must be on file before the room may be used.
2. Requests for the use of the room should be made at least two weeks prior to the meeting, but no more than six months prior to the meeting date. The Director may approve requests that fall outside these timelines.
3. A maximum of two meetings per month may be scheduled with a total of six per year. The library director and/or the Board of Trustees must approve long term or multiple engagements.
4. Requests will be considered on first come, first served basis.

5. Applicants will receive confirmation verifying date, time and acceptance or denial of request.
6. The library reserves the right to cancel prior meeting room reservations without notice in the event of emergency, such as snow closings or unsafe building conditions.
7. The Library should be notified as soon as possible if a meeting scheduled for the room has been canceled by calling 262-728-3111.

Publicity:

1. The name, address and/or phone number of the Aram Public Library may NOT be used as the official address or headquarters of an organization other than the Friends of the Library.
2. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
3. Copies of all publicity of events to be held in the meeting room should be made available to the Library.

Adopted March 2007, Revised February 11 2010

Earlier version adopted January 1995 and revised December 1995, October 1999

Present version adopted January 13, 2014

ARAM PUBLIC LIBRARY

Meeting Room Use Application

Name of Organization: _____

Description of Event: _____

Date Needed: _____ **Time Needed:** _____

Responsible Party: _____
(Please print name and contact information) _____

Number of attendees expected: _____

Indicate room set up and additional equipment needed:
(circle one) empty room, auditorium, classroom, meeting, other as described:

Signature: _____ **Today's Date:** _____