

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

**Revised May 18, 2017**

Aram Public Library's meeting room is available for public gatherings when the room is not being used for its primary purpose: library-related activities. Aram Public Library provides space for community meetings to further the Library's role as a community center. The meeting room may be used by members of the public for meetings of an educational, informational, or cultural nature. 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 of library meeting room does not imply that the library endorses or supports the beliefs, ideas or viewpoints expressed by organizations or individuals using the space.

### **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 or Delavan Aram Public Library Foundation.
3. Reservations must be made in advance by filling out the Meeting Room Use Application available at the Adult Services Desk or on the [aramlibrary.org](http://aramlibrary.org) website under the About/Policies section.
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. The library meeting room may not be used for private social functions, such as showers or birthday parties.
6. Meeting Room applications may be denied at the discretion of the Library Director and/or the Library Board of Trustees, however, the denial cannot be based upon the view point of the group using the room or the content of any material being presented in the room. Approval of the application must be confirmed before a group can expect the room for use.
7. To comply with fire codes, groups must be smaller than 35 people in chairs or 24 people at tables and in chairs.

### **Fees and Liabilities:**

1. The library charges no fees for use of the meeting room.
2. Payment 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 or theft of property of organizations using the room.

**Guidelines for Meeting Room Use:**

1. The library reserves the right to cancel a reservation when the Meeting Room is required for use by the library, the City of Delavan or library-related organizations. If the library cancels a reservation, the library will give the contact person as much notice of the cancellation as possible.
2. Only light refreshments 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 and alcohol use 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. All signage, activities and equipment must be confined to the meeting room.
6. The room is to be vacated 30 minutes before the Library closes or another program is scheduled.
7. 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. We are unable to accept reservations for meetings on days or times that the library will not be open to the public.
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 and the Delavan Aram Public Library Foundation.
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. Organizations may not use Library logo to promote events.
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, January 2014

Present version adopted March 16, 2017

**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:  
\_\_\_\_\_  
\_\_\_\_\_

*I have read and agree to abide by the Aram Public Library Meeting Room Policy.*

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_