

Meeting Rooms Policy

Adopted by the Library Board April 17, 2008

PART A General Policy

The meeting rooms are primarily intended to be used by the Racine Public Library for library meetings or for library-sponsored activities that encourage use of library services and resources, or promote reading and sharing of information. City departments and committees may use the meeting rooms to conduct City of Racine business if there is no conflict with the Library's need for the rooms. The Friends of the Library and the Racine Public Library Foundation may use the room for meetings and events, which are for the purpose of supporting the Racine Public Library. City of Racine departments, the Racine Public Library Foundation and the Friends of the Library are all subject to the limitations described below in Part C. Beyond this, and as a community service, the Racine Public Library makes its meeting rooms available for use by the general public, including private businesses and local community organizations, subject to the limitations described below in Part B.

Because the Library uses the meeting rooms routinely in carrying out the varied activities that support its mandated library service, and because of the lack of supporting staff available to provide a full range of meeting rooms services, the use of the library meeting rooms by the general public is offered only on a limited, self-service basis. To defray the taxpayers' costs for meeting room reservation and maintenance services, the general public is required to pay a fee to use the library meeting rooms.

In making the meeting rooms available to the public, the Library Board subscribes to the tenets of the American Library Association's *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."

PART B Regulations for the General Public Priority

In all cases, the Library's use of the meeting rooms will be given first priority. To that effect, the Library reserves the right to cancel a reservation by the general public with one month's notice whenever the rooms are needed for Library purposes. If the library cancels a reservation by the general public, the library staff will attempt to find an alternate location in the library for the meeting. All uses other than by the Library will be granted on a first come, first served basis.

Provision for Use by Minors

Minors (under eighteen years of age) must have the meeting room application signed by a sponsoring adult (at least eighteen years of age) who must also be present at the meeting.

The Library's Safe Child Policy is applicable to all attendees, and will be enforced in the event meeting room users bring children and leave them unattended while attending meetings.

Appropriate Use

All meetings scheduled by non-profit groups and organizations must be open to the public and intended for the purpose of discourse. Business, corporate, for-profit organizations and the general public may also be eligible to use the meeting rooms as long as no fee is charged for attendance, no sales or solicitations of customers or the public occur, and no advertisement of services or products takes place. Any purpose which, in the opinion of the Library Board or its authorized personnel, would be disruptive to the normal operation of the library will not be allowed. The Library Board reserves the right to deny a return engagement to any party that violates this or any other rule stated in this policy. Permission to use the meeting rooms cannot be granted for activities prohibited under local, state, and/or federal law. The meeting room user must pay the applicable user fee as described below under "User Fees," but must not charge an admission fee to the public. Persons using the meeting rooms must comply with all the rules of behavior set forth in the Patron Behavior Policy. A person's right to request the use of a meeting room or to attend a meeting or program will not be denied because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Users of the meeting rooms are required to comply with the Americans with Disabilities Act in reasonably accommodating persons with disabilities. Library staff may attend or observe any meeting or program at any time. If the activities are inappropriate or disrupt the public's use of the facilities, the staff has the right to stop the meeting.

Room Availability During Regular Open Hours of the Library

The Meeting Rooms will be available for use by advance reservation from when the library opens until fifteen minutes before the library closes.

Monday through Thursday	9:00 a.m. -7:45 p.m.
Friday and Saturday	11:00 a.m.-3:45 p.m.
Sunday (October - May)	1:00 p.m.-3:45 p.m.

The Atrium Area and/or the entire library facility may be used for special events after hours only.

Room Availability After Regular Open Hours of the Library

A separate fee per hour will be charged for the use of the meeting rooms or areas after hours. An additional fee per hour will be charged for a security guard.

Reservations

To reserve a meeting room, a representative of the reserving group, business, or organization,

must fill out a reservation form, sign the hold harmless agreement, pay the user fee and security deposit, and file these items with the Business Assistant. The Business Assistant is the only staff member authorized to process meeting room or area reservations and to make the arrangements needed to fill them. Reservation applications, inquiries, or other concerns directed to other Racine Public Library staff members will be referred to the Business Assistant.

In order to make the meeting rooms available to as many users as possible, reservations are limited to one use per month. The meeting rooms must be reserved at least two weeks in advance, and may be reserved up to six months in advance.

User Fees

A schedule of fees is attached to this policy. These rates, set by the Library Board, are reviewed periodically and are subject to change by decision of the Board.

Security Deposit

A security deposit of \$50 will be required at the time of application. Deposits will be returned if the group meets all the requirements of the meeting area policy. Security deposits will not be refunded for the following reasons:

- 1) Failure to return the room or area to the condition as stated in this policy
- 2) Damage to the meeting area furniture, equipment or facilities
- 3) Failure to vacate the area at the time specified in this policy

Room Arrangements

The meeting rooms will be set up in the Basic Room Arrangement, as described under General Information About the Library Meeting Rooms and as posted in the meeting rooms. Any other setup will require a special setup fee. On Sundays, meeting room users are responsible for their own setup and for putting the rooms back in order. After-hour use of the facility will entail a special setup fee.

Personnel

The Library cannot provide porter service to transport supplies to or from the meeting rooms, nor any custodial help beyond the normal maintenance of the rooms. The Library cannot provide personnel to assist with meetings or programs or to operate equipment.

Storage

The Library cannot provide storage for property of individuals, businesses, or organizations who meet in the library building, and assumes no responsibility for property whether attended or unattended, before, during, or after meeting room use.

Use of Equipment

Any presentation aids (blackboard, easel, etc.) must be specified on the reservation form, and provided and removed by the user. Meeting room users are not permitted to affix any item to the meeting room walls, whether for display or other purposes, to avoid damaging the wall surfaces. The library may provide special equipment for a separate fee, depending upon that equipment being available.

Smoke-Free Facility

Because the entire building is smoke-free by Library Board policy and by City Ordinance, smoking is not allowed in any meeting area.

Prohibition of the Use of the Library Name and Address

In any public announcement, the meeting room user is prohibited from using the Racine Public Library's name and/or address in such a way that inference can be made that the Racine Public Library is the host or sponsor of the scheduled event. A copy of the public announcement must be submitted to the Business Assistant and approved prior to public release. Allowing a user group to use a meeting room does not constitute the Library's endorsement of the views of the meeting room user, but is a statement of the Library's adherence to the Library Bill of Rights, assuring equitable and non-discriminatory use of the meeting rooms by the public.

Hold Harmless Agreement

The user must abide by all the rules stated in this policy, indemnify the Library from any damage caused by the user, and hold the Library, the City of Racine, and its employees, free from any liability.

PART C Regulations for City of Racine Departments, the Racine Public Library Foundation and the Friends of the Library

All the regulations stated in Part B above apply to City of Racine departments, the Racine Public Library Foundation and to the Friends of the Library, except as follows:

- (1) The days and times City of Racine departments, the Racine Public Library Foundation and the Friends of the Library may use the meeting rooms are not limited as described but shall be arranged in consultation with the Business Assistant. If a City of Racine department, the Racine Public Library Foundation or the Friends of the Library want to use the meeting rooms during the hours allowed for use by the general public, they do not take priority over the general public, but will be assigned on a first come, first served basis.
- (2) The City of Racine, the Racine Public Library Foundation and the Friends of the Library are exempt from paying fees for use of the library meeting rooms.

This policy supersedes all previous policies and rules regarding the use of the Racine Public Library Meeting Room.

Adopted by the Library Board December 16, 1993. Revised August 19, 1999; September 21, 2000; Updated to reflect new hours, January 2004; Revised September 21, 2006; revised April 17, 2008.