Barrett Memorial Library

Policy

Public Use of Community Rooms and Conference Rooms

The primary purpose of the Barrett Memorial Library’s meeting spaces is for Library activities and programs, which take precedence over all other use of the spaces.  In support of community activities and in its role as an anchor institution in our community, the Barrett Memorial Library (“Library”) makes its meeting spaces available for use by the public when not in use by the Library.  Designated Community Rooms and Conference Rooms in the Library may be reserved by the public subject to the criteria outlined in this policy.

Contingent on availability, rooms may be reserved up to three months in advance of a date. Applications and negotiations must be made by one person related to the group. This person shall be designated as Contact Person/Applicant, hereafter referred to as “Applicant”.  Same‐day walk‐in use will be granted on a first‐come, first‐served basis.  Library programs, activities, and events are given priority over all other room uses; in extenuating circumstances, the Library reserves the right to preempt any previously scheduled event for Library use.  All meeting spaces have established minimum and maximum limits to ensure patron safety and best utilize Library design.

Community Rooms are defined as larger spaces that hold 20 people or more and where setup can be altered.  They are available for use by organizations including non‐profits, community and neighborhood groups, and organizations for the public good, educational and cultural institutions, benevolent organizations, and government agencies.  For‐profit agencies may use the space, but not for the purpose of sales or solicitations.

Community Rooms can be used for educational, cultural, civic, intellectual, community service, or charitable purposes.  Such programs must be free and open to the public. A minimum number of 20 attendees is required.

Meetings with a restricted invitation list may be held in Library community rooms, including board or administrative meetings, organizational meetings, planning meetings, book clubs, and neighborhood watch group gatherings.

Conference/Study Rooms are smaller spaces with fixed setups that provide a quiet, semi‐private setting.  They may also be used by organizations for meetings as for community rooms.  Additionally, they may be used by adult individuals (age 18 and over) for meetings and for purposeful research, work, and/or study.  These rooms are not suitable for public programs, and meetings do not have to be open to the public.  Maximum room capacities will be enforced.  Examples include a staff meeting for an organization or a free tutoring session.

General requirements:

* Rooms may be used only during Library open hours, unless specific arrangements are made by the applicant with the Library director in advance and in writing.  In such case, provisions must be made for compensating Library staff on site, as well as any other costs for keeping the Library open and functional.
* No one can be admitted to the Library before open hours, and the meeting or program must terminate and everyone must be out of the building 15 minutes prior to close.  To ensure equitable access to meeting spaces, room use is limited to five (5) continuous hours per use, and up to a collective maximum of twelve (12) times per calendar year.  The capacity of the room may not be exceeded, and the Library reserves the right to move a meeting to an alternate space based on number of attendees.  The room must always be attended.  The applicant or designee must be present during the entire use of the space, should be the last person to leave, and should advise Library staff when they vacate the room.  The applicant is responsible for relaying usage requirements to all attendees.  Children and young people in the group must always be adequately supervised by adults. The ratio of adults to children per Wisconsin Child Care Regulations must be upheld. See  <https://dcf.wisconsin.gov/files/publications/pdf/2436.pdf> for those guidelines.
* No group, organization, or individual may use the address of the Library as a permanent or mailing address.
* Reservations will be held for 45 minutes, at which time the space will be released for others to use.
* Failure to arrive for scheduled reservations multiple times may result in the denial of subsequent requests for meeting room use.
* Meeting space users may not post signs, banners, flags, or other displays on the interior walls or ceiling, or the exterior of the Library.  Notifications may be posted in appropriate places inside the Library and must be removed after the meeting.
* Exits and doorways may not be covered and must remain unobstructed for fire safety.  If there are blinds in the room, these must be kept open unless there is a specific reason for darkness (film, computer training on screen), and then permission must be obtained from Library staff.
* No advance deliveries will be accepted by the Library for meetings or programs.  Materials may not be stored at the Library before or after a room use. The Library will not be responsible for any equipment or items left in rooms.
* Permission to use a space does not imply Library endorsement of the views, aims, policies, or activities of any group or organization.
* Permission to use a space is revocable and does not constitute a lease.

* Applicant is solely and fully responsible for the space and all its contents, and for any and all loss/damage to the building, furniture, or equipment, including laptops, projectors, and other A‐V equipment.
* The applicant must manage the orderly behavior of all attendees, and the Library Code of Conduct must always be observed.  Use of the meeting spaces may not be disruptive of the programs and activities of the Library, nor may it create a public safety hazard.  Noise level is subject to regulation by staff.  Smoking and vaping are not permitted.  In the event of misconduct, Library staff may immediately terminate the event/meeting and clear the premises.
* Tables and chairs may be available for use by groups.  Groups assume full responsibility for arranging the space and, following room use the group must clean and restore the room to its original condition and arrangement.  If additional custodial assistance is required to clean or repair the facility after the room use, the group will be billed the actual cost of any clean-up and/or damages.
* Laptop computers may be checked out for use.  Library telephones and telephone jacks are for staff use only.  If utilizing laptop computers during a space use, users must work within the Library network environment.  Users agree to comply with the Library’s Computer Use Policy, including returning laptop(s) to staff one-half (½) hour before closing.  The Library is not able to provide computer instruction or technical assistance for equipment.
* Light refreshments may be served by the group.  Members of the group are responsible for bringing all serving equipment, napkins, cups, and other supplies needed for the refreshments.  The group is responsible for all food setup and cleanup, and removal of all garbage.  Alcoholic beverages are not permitted.
* Groups must agree to abide by the Americans with Disabilities Act (ADA) and provide requested accommodations for meetings or programs.  The agreement to provide accommodations is to be included in the publicity or notices for each meeting or program (outlined below).
* Groups are responsible for producing their own notices or publicity for their event.  Notices of meetings, flyers, news releases or any other promotional materials describing an event must include the correct Library name and address.  The Library may not be identified as a co‐sponsor of a program or meeting.  Publicity must also include the following statements:  1. Permission to use a Library space does not imply Library endorsement of the aims, views, policies, or activities of any group or organization. 2. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities.  For more information or to request accommodations, contact (applicant name) at (your telephone, address, email and/or other contact information). For programs, the contact person’s name and contact information will be given to anyone who would like more information about the event.
* The Library may impose additional reasonable conditions for the use of its spaces to ensure that public or private property is not damaged through use of its facilities, and to ensure that the comfort, convenience, safety or welfare of the public is not disturbed.  The Library, at its discretion, may require a space user to provide adequate security services and/or insurance.  A representative of the Library may enter a room and attend any program or meeting held in Library facilities.
* Any departure from these policies may be made only with written authorization of the Barrett Memorial Library director.

Prohibited Uses:

* Money‐making or commercial activities including monetary solicitation.  The use of the meeting spaces shall not result in financial gain to the community room user or the organization.  No profit can be earned from an event held at the Library.
* Programs or meetings where an admission fee is charged or raffle held; or those where donations, collections, or fees of any kind are taken.
* Activities involving the sale, advertising, or promotion of products or services or programs, including compilation of mailing lists for any type of future solicitation.
* Social functions or personal/family activities including family reunions, showers, birthdays, or other celebrations.
* Entertainment or recreational purposes.
* Unlawful activity.

Failure to comply with Library policy may result in the denial of subsequent requests for meeting room use.

Barrett Memorial Library

Application

Community Rooms and Conference Rooms, Public Use of

In support of community activities and in its role as an anchor institution in our community, Barrett Memorial Library makes its meeting spaces available for use by the public when not in use by the Library.  Designated Community Rooms and Conference Rooms in the Library may be reserved by the public subject to the criteria outlined in the use policy.

Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Meeting:  from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of People:  \_\_\_\_\_\_\_\_\_

Purpose of Meeting:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person:  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to abide by the provisions in the Barrett Memorial Library Space Use Policy

Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved Denied         Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_ Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment/Accommodations:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Refundable deposit required upon reservation $\_\_\_\_\_\_\_\_\_\_

(Amount to be determined by the Library Director or designee)