

## **Germantown Community Library Community Meeting Room Policy**

The Germantown Community Library provides space for meetings and programs of an informational, educational, cultural, or civic nature. The Germantown Community Library subscribes to the principles set forth in the ALA Library Bill of Rights: *“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.”*

Use of the Community Meeting Room (going forward referred to as ‘Meeting Room’) does not in any way constitute Library endorsement of the activities, purposes, or viewpoints expressed by the groups/individuals involved. Meetings held in the Library are subject to fire codes, ADA requirements, and occupancy requirements.

Individuals, groups or organizations using the meeting room must fulfill their obligations enumerated in this policy. Failure to abide by the Library’s Meeting Room Policy may result in the cancellation of, or refusal of future reservations.

The Meeting Room is available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities. Groups/organizations using the Meeting Room should keep in mind that the Library is a public facility and as such, behavior that is disruptive to the regular operations of the Library or that could possibly be dangerous to Library patrons or Meeting Room users will not be tolerated. Groups/organizations may be asked to vacate the premises immediately if it is deemed that behavior is disruptive. If a group/organization is asked to vacate, Meeting Room use privileges could be suspended for a minimum of 6 months.

**NOTE: This policy is subject to the judgment of the Library Director under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.**

The Meeting Room will seat approximately 150-theater style. The room may also be divided into 2 rooms seating approximately 100 and 25 theater style. Tables are available for other room arrangements.

- Library activities have priority in scheduling use of the Meeting Room with activities of the Friends of the Germantown Community Library and official Village of Germantown government activities following in priority.
- Reservations for use of the Meeting Room can be made in person or electronically by a member of the organization/group who will assume the role of the contact person with the responsibility for ensuring that the group complies with the regulations for use of the space. Electronic requests will be confirmed within 48 hours.
- Reservations may be made for Meeting Room use not more than 3 months in advance.
- No group should assume that the Meeting Room will always be available for the regularly scheduled meetings. No group may use the Meeting Room more than once a month.

- Not for profit groups/organizations may use the Meeting Room free of charge.
- For profit groups will be charged \$25.00 per hour for use of the room. There is no charge for 30 minutes prior to and after the meeting for setup and cleanup. Payment is expected at the time of room use.
- A 48-hour cancellation notice is required for a refund of prepaid reservations.
- Private parties are not permitted.
- Selling or sales promotions are restricted to items approved by the Library Director or designee, with the exception of the Library itself or the Friends of the Germantown Community Library.
- Groups/organizations whose members are under the age of eighteen (18) must be accompanied by at least two adult supervisors per 15 persons under the age of 18. An adult is defined as someone over the age of 18.
- Light refreshments may be served. Use of electrical outlets is limited. No cooking facilities are available. No alcoholic beverages are permitted.
- The Meeting Room will be available for use 30 minutes before the library opens. All meetings must be concluded (and clean up completed) not later than 90 minutes after the library closes.
- All groups/organizations that use the Meeting Room are responsible for set up and take down of the room and leaving the room in the condition they found it, unless otherwise directed by Library staff, and properly turning off any equipment they have used. A vacuum is available for use. A penalty will be assessed, based on the current cost of custodial staff, if the room is not left in the same condition as it was found.
- The Library does own some equipment, such as an overhead projector, television, and DVD player, which may be used in the Meeting Room. Groups are responsible for the operation of said equipment.
- Nothing may be taped, tacked, or otherwise hung on the walls, windows, furniture or dividing wall.
- The Library cannot provide staff to transport supplies to or from the Meeting Room or personnel to assist with meetings or programs or to operate equipment. Library staff will not accept calls or relay messages to persons attending meetings, except in emergencies.
- No group may use the Library address as their own.
- No storage space is available for materials or equipment used by groups using the Meeting Room.

DISCLAIMER. The Village of Germantown and the Germantown Community Library assume no responsibility whatever for any property in connection with a meeting and that the Village of Germantown and the Germantown Community Library are hereby expressly released from and discharged for any and all liability for any loss, injury or damage to person or property which may be sustained by reason of a meeting.

**ADOPTED: 4/10/02**

REVISED AND ADOPTED: 9/25/02; 12/15/04; 6/25/06; 6/28/17