

# 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.** Private parties are not permitted. 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.

## I. FACILITIES

- A. There is one meeting room that can be reserved. It will be referred to as the ‘Large Meeting Room’.
- B. All available furniture and equipment is available within the meeting room. Furniture cannot be moved from other meeting rooms or other locations within the library.
- C. The library lobby may be used for meeting registration if it does not interfere with other meetings and regular library operations.
- D. Public Wi-Fi is accessible in all areas of the Library and Meeting Rooms.
- E. Library staff are not available to assist with furniture setup or takedown.

Room	# of people	Chairs and Tables	Amenities
Large Meeting Room (Size = 29' 10" x 43' 4")	80	<u>Chairs:</u> 80 <u>Tables:</u> 12 rectangle 2.5' x 6' (collapsible)	Ceiling mounted projector <u>screen</u> (12' wide) White board (12' wide) Speaker stool Electric window shades Podium Coat Rack

## II. EQUIPMENT

- A. The following equipment is available for meeting use. Equipment must remain in the library and is available for sign out. In the absence of a library card, a valid photo ID must be shown. Equipment must be returned in the same condition it was checked out.
  - i. Projector, DVD or Blu-ray player, Windows based laptop, limited connection cords (*must be requested at the time of the reservation*)
  - ii. Portable speaker with microphone (*must be requested at the time of the reservation*)
  - iii. Extension cord
  - iv. White Board dry erase markers, eraser, and cleaning solution
- B. Groups are responsible for the setup, operation and takedown of said equipment. Basic Instructions are included as needed with the equipment. Library staff is not available for assistance.
- C. Table drop clothes and cleaning supplies are available in the room. A vacuum is available upon request.

## III. RESERVATION OF FACILITY

- A. Library meetings, programs and activities have priority in scheduling use of the Meeting Rooms.
- B. Reservations for use of a Meeting Room can be made electronically on the library website, in person or over the phone 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. A contact email address and phone number are required for all reservations.
- C. Reservations may be made for Meeting Room use not more than 90 days in advance.
- D. No group should assume that the Meeting Room will always be available for their regularly scheduled meetings. No group may use the Meeting Room more than once every 30 days.
- E. Groups/organizations must check-in and pay use fees at the Circulation Desk when they arrive.
- F. At the completion of the meeting/program the group/organization contact must check-out with the Circulation Desk confirming they have returned the room to the original configuration and return any equipment that was used.

## IV. HOURS OF USE

- A. The Meeting Room is available during normal library hours. Meetings must be concluded and cleaned up 30 minutes before the library closes.
- B. Organizers and attendees must vacate the building when the library doors are locked at the end of business hours.

**V. FEES**

- A. Not for profit groups/organizations, as defined by the Library Director or designee, may use the Meeting Room free of charge.
- B. For profit groups, organizations, and businesses will be charged \$25.00 per hour for use of the room including setup and cleanup time needed. This includes free informational sessions provided to the community. Payment is expected at the check-in of the reserved time by cash, credit card or check made payable to ‘Germantown Community Library’.
- C. A service fee of \$25 will be charged if the room is not returned to its original layout and condition.
- D. A cleaning fee of \$25 will be charged if extra cleaning is required by the Library or custodial staff.
- E. A replacement fee will be charged if any equipment is not returned or it is returned damaged beyond normal wear and tear of the equipment.

Equipment	Replacement Cost
Projector	\$600
DVD/Blu-ray player	\$200
Laptop	\$1000
Cords	\$25
Portable Speaker/Microphone	\$300
Dry Erase Board Supplies	\$10

**VI. CONDITIONS OF USE**

- A. Groups/organizations whose members are under the age of eighteen (18) must be accompanied by at least one adult supervisor per 7 persons under the age of 18. An adult is defined as someone 18 years old and older.
- B. 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.
- C. Light refreshments may be served. Use of electrical outlets is limited. No cooking facilities are available. No alcoholic beverages are permitted.
- D. Nothing may be taped, tacked, or otherwise hung on the walls, windows, furniture or dividing wall.
- E. The Library staff is not available to transport supplies to or from the Meeting Room, 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.
- F. No group may use the Library address as their own.
- G. No storage space is available for materials or equipment used by groups using the Meeting Room.

**VII. CONDUCT EXPECTATIONS**

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

The Library is a public facility; therefore, behavior in and around the Meeting Room that is disruptive to the regular operations of the Library or that could possibly be dangerous to others will not be tolerated. Groups/organizations are held responsible for the conduct of the people admitted to their activity. 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, their Meeting Room use privileges could be suspended for a minimum of 6 months.

#### **VIII. LIABILITY**

The Village of Germantown and the Germantown Community Library assume no responsibility whatsoever 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, including setup and takedown of Library owned furniture and equipment of such meeting.

**This policy is subject to the judgment of the Library Director or designee 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.**

**ADOPTED: 4/10/02**

REVISED AND ADOPTED: 9/25/02; 12/15/04; 6/25/08; 6/28/17; 7/24/19;1/26/22; 3/22/23; 3/20/24