

5.2 Meeting Rooms

(REVISED 02-2016)

Meeting Rooms are available at all facilities of The Brown County Public Library, and the BCPL welcomes the use of its meeting rooms within the guidelines that accompany this policy. First priority in the use of the meeting rooms will always be given to Library-sponsored and co-sponsored programs, and to programs held in cooperation with the library.

5.2.1. Eligible Use of Rooms

- 5.2.1.1 Meeting rooms are available free of charge to library-sponsored groups and to organizations of a professional, civic, cultural, social, political, religious, or educational nature. Persons volunteering as tutors as part of a non-profit program may also use the rooms at no cost, and the rooms may serve as public galleries for cultural and educational exhibits.
- 5.2.1.2 Meeting rooms are NOT available for promotion or sale of services, non-library fundraising, campaigning activities, or for conducting classes for profit. Commercially-sponsored courses may be permitted if co-sponsored by or related to the public service aspect of the library. Fundraising by the Library and its support groups is permitted.

5.2.2 Room Availability and Reservations

- 5.2.2.1 Meeting rooms are available during library hours, or after library hours if the meeting is begun during hours of operation. Meetings cannot be held on days that the library is closed.
- 5.2.2.2 Reservations should be made through the building manager at least one week in advance of the event. Request forms must be completed and signed at least 24 hours in advance of the room use. Cancellations must also be made 24 hours in advance.
- 5.2.2.3 The library reserves the right to cancel any reservation if the room is needed for library use.

5.2.3 Room Conditions and Arrangements

- 5.2.3.1 Groups using the rooms are responsible for setting up, cleaning, and restoring the room to its original arrangement. Tables and chairs are available. Scotch tape, tacks and other fasteners may not be used on the walls or equipment.
- 5.2.3.2 The group or individual reserving the meeting room is responsible for the orderly conduct of the meeting participants. Programs are not to disturb library patrons. Children must be under adult supervision at all times.
- 5.2.3.3 Damage or loss to the library resulting from the meeting is the responsibility of the person requesting use of the room.

- 5.2.3.4 Sinks are available for use of the group. Only light refreshments (cookies, etc.) and clear beverages are permitted in meeting rooms because of staining potential. Groups must provide their own supplies, such as tableware and napkins.
- 5.2.3.5 Smoking, alcoholic beverages and drugs are not permitted in the building.
- 5.2.3.6 Admission, attendance, required donation, or other fees may not be assessed by non-Library groups using the meeting rooms.

5.2.4 Endorsement and Indemnification

The Brown County Public Library does not advocate or endorse the viewpoints of any group or individuals using the meeting room. Meeting room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy.

Groups or individuals using meeting rooms shall indemnify, defend, and hold harmless the Library, its trustees, officers, agents, and employees from and against any and all losses (including personal injury and property), damages, claims, costs, suits, actions of any kind, which may arise, result, or accrue from any act, omission or error of the group/individual, or its officers, agents, employees, representatives or guests.