

MEETING ROOM POLICY

The library welcomes the use of its meeting rooms for civic, cultural, educational and public information meetings of organizations serving in the Beloit area community.

As a general principle, the Board adopts Article 6 of the Library Bill of Rights which states: "Libraries which make exhibit space 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."

Any opinions expressed in the Meeting Rooms are strictly those of the group or individual involved. The Library neither endorses nor contests the meeting's content.

Use of the Meeting Rooms is subject to the following conditions.

FACILITIES AVAILABLE

One large meeting room is available with a seating capacity of 196 persons. The large meeting room can be subdivided into two (2) smaller rooms, with maximum individual seating capacities of Room A (80) and Room B (98). Attendance may not exceed the maximum occupancy which is subject to change based on room set up. Only library staff is permitted to move the room divider. Kitchen facilities are also available upon request.

Hearing Loop technology is available when using the full meeting room. Hearing Loops provide clear communication with individuals using a hearing device equipped with a T-coil.

TYPES OF MEETINGS

The public meeting rooms are not available to commercial enterprises for the purpose of promoting or causing the sale of property or services for monetary gain, or for social functions (showers, parties, dances, etc.). Unless otherwise noted, **all meetings must be open to the public and the press.**

Priority levels for the meeting rooms are as follows:

- Level 1.** Library sponsored meetings or programs.
Library affiliated organizations or library co-sponsored programs.
City of Beloit Departments.
- Level 2.** Educational, cultural, intellectual, charitable or non-profit public organizations serving the Beloit Area that are open to the public with geographical priority of Beloit, Rock County, Wisconsin, Stateline, and Illinois respectively.
- Level 3.** Meetings of for-profit groups or other groups that do not meet the criteria of Levels 1 or 2.

FEES

1. **Meeting room fees** will be charged based on the priorities noted above.

Fees to reserve a room are as follows:

Level 1. No fees will be charged.

Level 2. No fees will be charged.

Level 3. Room charges will be \$50 per hour including set up and clean up time, payable in advance.

2. **Private Room Rentals** are available for groups or individuals requiring a closed private meeting space.

Fees for a private room rental are as follows:

Level 1. No fees will be charged.

Level 2. Room charges will be charged at \$25 per hour including set up and clean up time, payable in advance.

Level 3. Room charges will be charged at \$50 per hour including set up and clean up time, payable in advance.

3. Room reservations will not be confirmed until application and applicable fees are paid in full.
4. **Clean Up Fee** - A clean-up fee will be assessed if a room is not left in acceptable condition: \$25.00 for individual rooms and \$50 for the combined room.
5. **Cancellation Fee** - A 48 hour (Monday through Friday), notice of cancellation, must be given for all meeting room reservations for a full refund of fees. If notice is less than 48 hours prior to the reserved meeting, ½ of the fees will be forfeited. Groups may not transfer their use of the rooms to another group or organization.
6. **Equipment Fees** - Equipment is available at no charge and includes a lectern, microphone, laptop, Blu-Ray player, projector, and screen. If staff assistance is necessary for use of equipment, a minimum \$25.00 fee may be assessed. All needed equipment must be requested in advance on the application form.
7. Organizations will be billed by mail following the meeting for any additional charges or damages incurred during use of the facilities.

MEETING ROOM RULES & REGULATIONS

- No admission fees may be charged or donations collected for programs. Membership and activity fees may be collected for non-commercial organizations. Meetings of commercial organizations must be educational in purpose; direct solicitation of goods or services is prohibited.
- Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations.

- Unless otherwise noted, any member of the public who wishes to attend a meeting in one of the library's public meeting rooms must be allowed to do so. (See "Fees, #2 – Private Room Rentals.)
- The library does not provide service to carry supplies to the meeting rooms; groups must provide their own help for this purpose.
- The library does not provide storage space for property of organizations which meet in the library building.
- Organizations meeting in the library may not use the library as the mailing address or, even on a temporary basis, direct calls related to their meeting to the library telephone.
- Light refreshments, potlucks, or catered meals may be served in the meeting rooms.
- Any use of the meeting rooms that disrupts the normal operations of the library will not be permitted. The library expects organizations to be considerate of library customers and activities. The library reserves the right to stop meetings that are disruptive to normal library operations.
- Smoking is not permitted anywhere in the library, including within 30' of the front entrance to the building per the City of Beloit Municipal Code 16.08.
- Alcoholic beverages may not be served or consumed except as allowed by City of Beloit Municipal Code 15.06.
- Groups whose members are under the age of eighteen (18) must be accompanied by one adult chaperon for each fifteen (15) participants.
- Waste is to be thrown in the provided containers.
- Signs and other decorations cannot be taped to walls or doors.
- It is not permissible to borrow furnishing from other parts of the library.
- Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited.
- Groups using the facilities must comply with the Americans for Disabilities Act and, upon 48 hours' notice, are responsible for providing qualified interpreters and/or auxiliary aids as requested.

RESERVATIONS

Application for use of the meeting rooms must be made on the form provided and should be returned to the Business Office with all required fees at least two weeks/14 days prior to the meeting date. The Administrative Secretary will be available Monday through Friday from 8:30a.m. until 12:30 p.m. No reservation will be made until all of the applicable fees are paid.

Meeting rooms are available during the library's regular hours as follows:
Monday through Thursday – 9:30a.m. to 8:30p.m.
Friday and Saturday – 9:30a.m. to 5:00p.m.
Upon request, early morning meetings are available beginning at 7:30 am.

The person signing the "Meeting Room Reservation Form" must be at least 18 years of age and willing to assume responsibility for the group as well as any fees or damages.

Meeting rooms should be requested as far in advance as possible but no more than 4 months in advance. No organization may reserve a meeting room more than once in any given week or twice in any given month.

Library sponsored programs receive first priority, after which other requests will be considered in the order in which they are received. The library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant. In the event of a cancellation, fees will be returned to the organization.

Changes in room arrangement, equipment or supplies will not be allowed at the time of the meeting. Changes must be requested at least 48 hours in advance (Monday through Friday).

DAMAGES AND LIABILITY

The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group or organization using the meeting room shall be held responsible for willful or accidental damage to the library building, grounds, collections or equipment caused by the group or organization, its members or those attending the program.

FINAL AUTHORITY FOR MEETING ROOM USE

The Library Director and Library Board are the final authority in determining use of the meeting rooms. Failure to abide by the library's meeting room policy and rules of conduct may result in the cancellation or refusal of future reservations.

Beloit Public Library
Meeting Room Use Application

Applicant Name & Name of Organization _____

Address _____

Website/E-mail _____ Phone _____ Fax _____

Purpose of organization/meeting _____

Type of organization: _____ Cultural _____ Educational _____ Charitable _____ Public Health

_____ For-Profit _____ Non-Profit _____ Local _____ Regional _____ State

Request for private closed meeting (fees apply) _____ Yes _____ No

Date of Meeting _____ Time span of meeting _____ to _____

**Room available 9:30am - 8:30pm M-R, 9:30am - 5:00pm Fri & Sat. Please include set up and clean up time. **

Upon request, early morning meetings may begin as early as 7:30 am.

Contact person attending meeting _____ Cell Phone: _____

Number expected to attend _____ Will kitchen be used? _____

ROOM ARRANGEMENT

Please indicate.

_____ Theater Style _____ Number of Chairs

_____ Conference Style _____ Number of Tables

_____ Classroom Style

A basic arrangement will be provided. Meeting room users are responsible for any set up beyond the basic arrangement. Users must leave the room clean or be assessed a fee for clean up.

EQUIPMENT

Please indicate equipment needed

_____ Lectern _____ Projector/Screen/AV Cart _____ Hearing Loop Technology
(See Pg. 1 of Policy)

_____ Microphone _____ Extension Cords/Power Strip

NOTE: If staff assistance is needed for room arrangement and/or equipment assistance, a minimum \$25.00 fee may be assessed.

FEES – Due and payable with this application form

Room Rental \$ _____

NOTE: A 48-hour (Monday through Friday) notice of cancellation must be given for all meeting room reservations. If such notice is not given, ½ fees will be forfeited.

Beloit Public Library Board of Trustees

March 2010 – Approved, Revised September 15, 2010, Revised March 19, 2014, Revised February 17, 2016

LIABILITY FOR USE OF PREMISES

The undersigned hereby expressly agrees to indemnify and hold the Beloit Public Library harmless from any and all claims, loss, damage or causes of action of any kind, or nature, whatsoever, which may arise or be alleged to arise as a result of the occupancy and use of the afore described premises by the undersigned or by the undersigned's guests, invitees or agents.

The undersigned also understands and agrees that the library will not be responsible for loss or damage to any personal property of the undersigned or of the undersigned guests, invitees or agents.

I have read the Beloit Public Library Meeting Room Policy and agree to the fees and procedures as defined therein.

Date _____ Signature _____

Please return to:

Pam Konicek, Administrative Secretary
Beloit Public Library
605 Eclipse Boulevard
Beloit, WI 53511

Phone: 608-364-5776
Fax: 608-364-2907
Email: pkonicek@beloitlibrary.org
Hours: 8:30 am – 12:30 pm