

# Meeting Room Policy

Monona Public Library encourages use of its meeting rooms by community groups. This policy applies to community use of the library meeting rooms for non-library functions.

## Facilities Available for Rent

### Board Room

Furnished with a conference table and 12 chairs, the room has a maximum capacity of 20 people; additional chairs available upon request. Located on the lower level of the building, the room is fully accessible.

### Forum (Community) Room, \$10 / hour

Furnished with up to 50 chairs, the room has a maximum capacity of 85 people; additional chairs available upon request. Located on the lower level of the building, this room is multilevel with a stage at one end and has a wheelchair-accessible viewing platform. Tables and a speaker's stand are available upon request. Renter is responsible for setting up tables and configuring chairs.

### Municipal Room

Furnished with mobile light tables for easy setup, this room is a great space for groups consisting of 10 – 40 people to meet. Additional chairs available upon request. Located on the lower level of the building. Located on the lower level, the room is fully accessible

## Hours

A meeting is to take place during regular library hours and must end 15 minutes before the library's scheduled closing time.

## Reservation Priorities

Groups apply in writing for use of a meeting room (see Meeting Room Reservation Form). Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. If more than one group wants a room for the same time, priority will be given as follows:

1. Library programming or library-related meetings.

2. Other organizations in order by date of application and payment received.

Rooms may be reserved no more than 90 days in advance of the meeting date. Exceptions are made for library-sponsored programs and meetings of City of Monona government. The Library reserves the right to pre-empt reservations; however, the Library will not pre-empt within 2 weeks of the scheduled meeting date unless it is the Municipal Room (see below).

Organizations may not use the Municipal Room more than three (3) times per week unless given explicit permission by the library director. The Library reserves the right to pre-empt reservations up to 72 hours before the scheduled meeting date. This room is used by city staff, library staff, and the public.

The library reserves the right to close and cancel use of its meeting rooms in the event of an emergency or due to weather conditions.

### **Limitations**

Meeting rooms may *not* be used for:

- Sales or promotional meetings by for-profit companies.
- Programs for which there is an admission charge or ones designed as fundraisers, except by prior permission of the Monona Public Library Board.
- Any purpose which may interfere with the regular operation of the Library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

The Library is the sole determinant of whether damaged furnishing; equipment or facilities can be repaired or must be replaced. The Library will make all arrangements for any repairs.

### **Conditions for Use**

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacle provided.
- Affix nothing to walls.
- Not block fire exit in any way.
- Not exceed designated maximum room capacity.
- Leave area in good condition.

Persons attending meetings are subject to library rules, regulations, and policies. Groups who disturb library activity or library users will be denied future use of meeting rooms.

Library staff may enter and remain in a meeting room at any time during a meeting.

### **Food and Beverage**

Cold or room-temperature foods, such as sandwiches and desserts, are allowed; no refrigeration is provided. All food preparation must be done in advance of using the room. No equipment intended to heat or keep foods warm are allowed.

Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

### **Equipment**

Organizations provide their own equipment.

Library is not responsible for any damage to equipment brought into the building.

### **Hold Harmless Agreement**

User must abide by rules stated in this policy, indemnify the library from any damage caused by user, and hold the Library, the City of Monona and its employees, free from any liability.

### **Disclaimer**

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

The Library director or his/her designee may consider exception(s) to any of aspect of this policy.

*Policy approved by Monona Library Board 12-18-2007;  
Policy Revised on June 18, 2018*