

Meeting Room Policy

I. Introduction and Purpose of Policy:

The mission of the Portage Lake District Library (“Library”) is to inspire our diverse community to discover, imagine and connect. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by the policy. The restrictions of this policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Application and Scheduling of Meeting Room:

- A. General Use. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this policy (“Users”). The Meeting Rooms are available during regular Library hours.

- B. Specific Meeting Rooms. The following are a list of specific meeting rooms or meeting areas (“Meeting Rooms”). The regulations contained in this policy apply to all Meeting Rooms, unless otherwise specified:
 - 1. The Rice Community Room

- B. Scheduling.
 - 1. Applications shall be accepted on a first-come-first-serve basis, with Library business, Library-sponsored or Library-co-sponsored events having first priority. The next priority shall be given to applications that support the cultural, educational and informational needs and interests of the community
 - 2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
 - 3. Non-Library sponsored or co-sponsored meetings and events will not be scheduled more than six months in advance.
 - 4. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.

5. Each Non-Library sponsored or co-sponsored event shall be scheduled for a time any day not to exceed four hours.
6. Meetings and events will not be scheduled more than six months in advance, but must be scheduled no later than two weeks before the event.

C. Application Process.

1. Any person 18 years or older may fill out an application for the Meeting Rooms.
2. The Library will contact you with confirmation that your Reservation is accepted. Do not assume that your Reservation is complete upon submission of the application.
3. The fee, if any, will be due upon confirmation of the Meeting Room Reservation.
4. If you need to cancel the Reservation, it is expected that you will provide the Library 4 hours' notice.
5. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.

III. General Guidelines Affecting all Library Meeting Rooms:

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Meeting Rooms.
- B. Use by Persons Under the Age of 18. Users of the Meeting Rooms must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every 12 minors.
- C. Tobacco, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, alcohol and the illicit use of controlled substances in the Meeting Rooms.
- D. Food and Beverages. Users of the Meeting Rooms may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Meeting Rooms. It is the responsibility of the User to observe all health codes when serving light refreshments.

- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Rooms.
- F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future. Users must include time to clean up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.
- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements, which are currently 50 people.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Exceptions may be made for library sponsored or co-sponsored events.
- K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Meeting Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Open and Accessible Use. All activities in the Meeting Rooms must be open to the public, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges or requests for donations.

IV. Fees:

- A. Non-Profit and All Other Organizations. Any Non-Profit Organization, business or other organization may use the Meeting Rooms for no charge.
- B. Clean Up and Damage Fee. Privileges to use the Meeting Room will be revoked if it is not cleaned up as required by this policy. Users shall pay for any actual damage to the Meeting Rooms.

V. Library Disclaimer:

- A. No Endorsement. Use of the Meeting Room does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Meeting Room must state that "The Portage Lake District Library does not sponsor or endorse this event."
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Meeting Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.
- C. Hold Harmless. The Portage Lake District Library is released and held harmless from any and all claims for personal injury or property damage.