

# Community Room Use Policy

The Barneveld Public Library is pleased to provide space for community gatherings to further the Library's role as a community center.

## *Fees and Reservations*

To reserve the Community Room, contact the Library Director at 608-924-3711 or barnevelldirector@swls.org

	<b>Community Room</b> Capacity 80 people
<b>Local Government</b>	<b>\$0</b>
<b>Non-profit</b> <ul style="list-style-type: none"> <li>• volunteer</li> <li>• community</li> <li>• 501c3</li> </ul>	<b>\$0 / up to 3 times per month</b>  Private hourly fee to apply for 5 or more scheduled events per month.  <i>Single security deposit may apply to a series of scheduled events at the library director's discretion</i>
<b>Private/Social</b> <ul style="list-style-type: none"> <li>• business</li> <li>• social</li> <li>• not open to the general public</li> </ul>	<b>\$20 hour (5 hour, \$100 maximum)</b>  \$100 refundable security deposit required per event.  \$25 charge per 30 min for exceeding scheduled time  <i>Single security deposit may apply to a series of scheduled events at the library director's discretion</i>

- One hour minimum reservation is required.
- The Community Room must be vacated 15 minutes prior to the library's closing, unless prior arrangements have been made; it can be reserved outside of library hours by prior arrangement with the library director.
- Cleaning that requires more than usual staff time will be billed at \$100 per hour and subtracted from the security deposit.

## *Rules and Terms of Use*

### *Priority and Bumping*

Library and local governmental use of the meeting rooms will be given first priority. All other requests are on a first-come-first served basis. The library reserves the right to cancel a reservation by the general public with two weeks' notice whenever the room is needed for library purposes. If the library cancels a reservation by the general public, an attempt will be made to find an alternate location in the library for that meeting.

### *Scheduling*

Reservations for recurring events may not schedule more than three months in advance. All other events may not schedule more than one year on advance of event

### ***Cancellations***

The Library Director must be notified at least two full business days in advance if any event or reservation is canceled. Lack of notification will result in payment of fees for that meetings(s). In the event of inclement weather, fees will be refunded.

### ***Equipment***

Refer to the Community Room Use Policy (available at the library or [barneveldpubliclibrary.org](http://barneveldpubliclibrary.org)) for a list of available equipment.

### ***Telephone/Internet Service***

The community room telephone is for emergency use only, unless arrangements are made in advance. Wireless internet access is available throughout the library.

### ***Set Up***

The meeting room has chairs, tables, and some equipment available. Reservation holders are responsible for setting up the room and returning it to the original condition.

### ***Keys***

Should the event require a key be issued, the key holder accepts responsibility for the building and its occupants during the scheduled event. Key use is for the scheduled time only, unless other arrangements have been made. The key may not be loaned to others. Pick up and drop off of key must be scheduled at the time of reservation.

### ***Rules:***

- Food and drink are allowed. Cooking is prohibited.
- Alcohol use is not permitted.
- Smoking or use of tobacco products is not permitted.
- The rooms and all equipment must be left in a functional, clean, and orderly condition.
- Storage of supplies or equipment is not permitted.
- Events which may interfere with the regular operation of the library are prohibited.
- Any breakage, damage, or need for extra cleaning of the library building, property, or furnishings shall be paid for by the organization or individual reserving the facility. The amount will be subtracted from any security deposit and any remaining balance will be due within 7 days.
- Nothing may be attached to walls, ceilings, doors or furniture of any of the rooms, except by the provided devices.
- Attendance may not exceed the posted room capacities.
- Governmental and non-profit groups may not restrict a law-abiding person's right to attend a meeting because of origin, age, race, sex, religion, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason.
- In any public announcement, the user may not use the library's name in such a way that it may be inferred the library is the host or sponsor of the scheduled meeting.
- Any advertising for events is the responsibility of the renter and any posting at the library must comply with the Library's Bulletin Board policy.

### ***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. Groups using the meeting rooms agree to hold the Barneveld Public Library, Village of Barneveld, and their employees harmless from all liability arising of activities not sponsored by the library.

**Acceptance**

By signing below, I agree to the terms of the Community Room Use Policy.

Name (Print) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

Signature of responsible party \_\_\_\_\_

**Failure to comply with the conditions outlined in this policy will result in termination of the violator's meeting room reservation privileges.**

Title or event description \_\_\_\_\_

Date of event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Expected number of attendees \_\_\_\_\_

Please circle equipment needed:     projector                      screen                      laptop

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**Library Use: Please date and initial below as applicable**

Deposit Paid \_\_\_\_\_ Payment received \_\_\_\_\_

Less applicable charges \_\_\_\_\_ Key issued \_\_\_\_\_

Deposit amount returned \_\_\_\_\_ Key returned \_\_\_\_\_

Deposit Returned date \_\_\_\_\_ Closing procedure reviewed \_\_\_\_\_

**Additional Fee documentation:**

Time room was vacated, if late \_\_\_\_\_ Time needed for extra cleaning \_\_\_\_\_

Damage noted: \_\_\_\_\_