

## Meeting Room Policy for Murphy Helwig Library

When not in use for library-sponsored activities, Murphy Helwig Library welcomes public use of the library's meeting room. Use of the meeting room does not constitute library endorsement of the viewpoints expressed by participants in the program.

*Hours available:* Daily 6:00 am-10:00 pm

*After Hours* – Meetings held before or after regular library hours include the following additional stipulation:

- Person responsible for the reservation may pick up key no earlier than 2 days prior to the scheduled event.
- A key deposit of \$10 must be made at the time the key is picked up. A copy of a picture ID must be made for the library to keep until the key is returned.
- The \$10 key deposit and the photocopy of ID will be returned when the key is returned.

### *Types of Meeting*

- Use is restricted to a single meeting or a brief series of meetings.
- Groups shall not exceed the legal capacity (48) of the Meeting Room.
- To encourage equitable and diverse use of the Meeting Room, regularly scheduled meetings MAY be granted at the discretion of the library director.
- Individuals reserving the room may cancel the reservation at any time.
- The library reserves the right to cancel a reservation if the space is required for its own use or use the City of Monona. Every effort will be made to give adequate advance notice.

### *Reservations*

- Reservation requests are accepted first come, first served.
- **Person responsible for and requesting the reservation must be 18 years of age or older.**
- Reservations may be taken over the telephone or by email but a Meeting Room Reservation form must be signed at the Library within 3 days in order to confirm the reservation. If a form is not signed within that time, the room will be considered available for use by another.

### *Fees*

- Non-profit groups or organizations: no fee
- For profit groups: \$25.00
- **Fees are payable** at the time the reservation is made, unless other arrangements have been made.
- Fees may be forfeited if the group does not show up for a scheduled event.
- Fees will be refunded for cancellations made prior to the scheduled event.

### *Setup and Use*

- User is responsible for set-up and cleanup.
- User is responsible for securing the building if it is outside of regular library hours.
- Groups showing films or using other media must secure necessary performance rights. The library shall not be held liable for the organization's failure to do so.

- Please do not bring items ahead of time; the library is not responsible for damage to materials or equipment brought in by a group.
- If a group requires audio-visual equipment, the user must be trained in advance. It is the responsibility of the group using the room to initiate and set up a time convenient to the library trainer for this to take place before the event. The group is responsible to any damage to library property incurred while in its use.
- Nothing may be hung or attached to walls, doors, ceiling or windows.
- The meeting room must be left clean and in the same order after use as it was prior to its use by a group or organization.
- User is responsible for proper supervision of children and any costs arising from loss, damage, or excessive janitorial services.
- Smoking, including e-cigarettes, and the use of tobacco products, alcoholic beverages, and controlled substances are not allowed in the library facility or on library grounds.
- Weapons or look-alike weapons are not permitted on Library property.
- User is responsible for removing trash if the meeting has accumulated one or more full bags.
- Library staff will inspect the room after each use. The library reserves the right to deny future use to individuals or groups causing damage or disruption.
- No group shall use the library as its mailing address.

### *Refreshments*

- A limited kitchenette consisting of sink, microwave, refrigerator, small coffee maker, and counter with outlets is available for serving refreshments.
- Groups must provide coffee, dishes, tea towels, utensils, and/or other kitchen equipment as needed.
- No liquids that could stain the carpet are allowed, such as those containing red or orange dye.

### *Equipment*

- Availability of equipment must be confirmed when making reservation.
  - DVD player
  - Wireless Internet Access
  - Ceiling mounted projector
  - Ceiling mounted screen

### *Suspension of Use*

Extreme or continued violation of these policies, or any other library policy, may result in the suspension and/or cancellation of user's Meeting Room privileges at any time. Such decisions will be at the discretion of the Library Director or designee.

### *Disclaimer*

In consideration of the Library's granting permission to use the facility, the users promise, covenant, and agree to hold Murphy Helwig Library and the City of Monona, its officers and employees harmless, and to indemnify them against any claims of loss of property or personal injuries resulting from or arising out of the activities to be held and conducted by the users on the premises.

# APPLICATION FORM FOR USE OF THE MURPHY HELWIG LIBRARY MEETING ROOM

Please read the policy before filling out the application form. You are agreeing to the policy when you sign the form. This includes set-up, clean-up and tear-down, and allowing enough time to set up and tear down within your scheduled time.

Today's Date \_\_\_\_\_ Name of Organization \_\_\_\_\_

Title/Purpose of Event \_\_\_\_\_ For Profit \_\_\_\_\_ Non Profit \_\_\_\_\_ Charge \$25 \_\_\_\_\_

Name of Responsible Individual \_\_\_\_\_ ID \_\_\_\_\_ \$10 Key Deposit \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

Date(s) of your event/meeting \_\_\_\_\_

Start Time (Allow for set-up) \_\_\_\_\_ End Time (Allow for tear-down) \_\_\_\_\_

Number of people expected to attend \_\_\_\_\_

Do you have need for any equipment (Please circle any needed equipment)?

Projector    Laptop    DVD Player    Screen    Wireless Internet Access

I have read the meeting room policy and agree to abide by it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

There is no charge for nonprofit use of the meeting room. Please take good care of it and do a thorough job of cleaning so this service can be continued. Any costs arising from loss, damage, or excessive janitorial services will be your responsibility.

## For Use by Library Personnel Only:

Date application turned in: \_\_\_\_\_

Employee \_\_\_\_\_

Check off list for deposit return:

- Key Return/Deposit Return with ID copy: Date & Time: \_\_\_\_\_
- Kitchenette Clean
- Counters Clean
- Tables Clean
- Floors Clean
- Notes \_\_\_\_\_

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