

	E. D. Locke Public Library	
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Introduction

E.D. Locke Public Library provides space for meetings in its community meeting room. The purpose for providing space for community meetings is to further the library’s role in the community as the information resource center and as a recreational resource outlet accessible to all residents. In carrying out this role, meeting rooms are for use primarily by the library and by organizations affiliated with the Library, such as the Library Board and Friends of the McFarland Library. However, the meeting room is also a community asset, and the Library Board wishes to encourage its use by area community groups when not in use for Library functions.

Description of Room

The community meeting room can accommodate up to 50 seats theater-style or 35 seats conference-style. Maximum room capacity is 134.

Along with 12 tables and 50 chairs, the following items are available for use: projector and screen, TV/VCR/DVD player, podium, microphone and white board.

A kitchenette is available off the meeting room, with a small refrigerator, microwave and sink.

Restrictions on Use

Smoking or use of alcoholic beverages is not permitted.

The meeting room may not be used for activities prohibited under local, state, and/or federal law.

The meeting room may not be used for programs involving sale, advertising or promotion of commercial products and services, unless they are library-sponsored and approved by the Library Director or a designated staff member.

The meeting room may not be used for private social functions, such as showers, birthday parties, dances and the like.

No programs are permitted which would interfere with the library’s operation by causing excessive noise, a safety hazard, security risk, etc.

The library does not provide storage space for groups or individuals using the meeting rooms.

Library staff will not relay messages to people attending meetings, except in emergencies.

No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the library or on its premises without approval of the Library Director or a designated staff member.

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No soliciting or canvassing of library patrons is permitted.

All programs for groups comprised primarily of people under age 18 require the presence of a responsible adult at all times. Parents of children under age 7 must remain in the library building for the duration of the meeting and retrieve their child immediately at the end of the meeting. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting. Children left anywhere in the library unsupervised by a responsible adult shall be subject to the provisions of the library's Unattended Children Policy.

The library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.

Reservations for Rooms

Priority will be given as follows: 1. Library-sponsored programs, 2. Library Board, 3. Friends of the McFarland Library, 4. Library-related programs, 5. Other Village of McFarland governmental units. 6. Community and other not-for profit groups presenting programs or meetings of an informational, educational, cultural, or civic nature.

An application form, available at the circulation desk or online, must be filled out and turned in.

Applications must be turned in no later than the Friday before the week in which a reservation is requested (Monday-Sunday), to avoid confusion and facilitate smooth scheduling.

Applications are considered on a first-come, first-served basis within 7 days after receipt of application.

Applications are accepted up to four months in advance.

Groups will be limited to two reservations per month.

Cancellations

24-hour notice of meeting cancellation is required by phone or in person. Because the meeting room is a community resource, repeated failure to give advance notice will result in denial of future requests.

In the event of a cancellation, the group's leader is responsible for notifying group members.

The library reserves the right to cancel a reservation by the general public with 2 weeks' notice whenever the room is needed for library purposes.

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In the event that the library is unexpectedly closed, meetings scheduled during that time will be cancelled.

Hours Available

The meeting room is available from 7:30 a.m. – 10:00 p.m. Monday-Friday, 9:10 a.m. – 10:00 p.m. Saturday, and 11:45 a.m. – 10:00 p.m. Sundays. Meetings that extend after library open hours must begin during library open hours.

Library staff will not be available for assistance before and after library open hours.

Library open hours are as follows: Monday-Thursday 9:30 a.m. – 8:00 p.m., Friday-Saturday 9:30 a.m. – 5:30 p.m., and Sunday 12:00 – 3:00 p.m.

At the discretion of the Library Director or designated staff, certain time slots may not be made available if there is expected heavy use of the library and its parking lot.

Fees and Admission Charges

No fees will be charged by the library for use of meeting room; however, voluntary donations are appreciated to defray costs of maintaining the room.

Groups using the meeting room may not charge admission or solicit donations. Possible exceptions may be made for a program or educational course requiring a registration fee or tuition. Exceptions may also be made for library-sponsored author, musician or artist visits, where the program provider may offer materials for sale.

Use of Facilities

Parking: The first priority for use of parking lot spaces is for individuals using the main library. Persons using the meeting room should park their vehicles outside the library parking lot, unless mobility concerns prevent them from doing so.

All programs must be open to any member of the public. Library staff may attend or observe any program at any time.

Meeting room users are responsible for their own setup and for putting the room back in order at the end of the meeting.

Meeting rooms should be left neat and clean. A vacuum is available for cleaning. Groups will be charged for damage to room or equipment beyond normal wear and tear.

Materials may not be affixed to the walls or ceiling without prior approval of the Library Director.

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Light refreshments may be served, but cooking is prohibited. Food and beverages with high stain potential, such as mustard, red kool-aid or grape juice, are prohibited. Dishes and utensils, as well as consumable products, must be provided by the group. Groups are expected to leave the kitchen area clean and orderly.

Food and drink from the meeting room is not allowed outside of the room.

The meeting room is handicapped accessible. Rest rooms are located across the lobby from the meeting room.

[Use of Equipment](#)

The library does not provide personnel to operate AV equipment.

[Disclaimers](#)

The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Library Board. In any public announcement, the meeting room user may not use the library's name in such a way that it may be inferred that the library is the host or sponsor of the scheduled meeting.