

## **Meeting Room**

### **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.

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.

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.

Date received/staff initials \_\_\_\_\_/\_\_\_\_\_ (for library use only)

**E.D. LOCKE PUBLIC LIBRARY  
MEETING ROOM APPLICATION FORM**

**Organization:** \_\_\_\_\_

**Organization's purpose:** \_\_\_\_\_

**Topic or subject of meeting:** \_\_\_\_\_

**Representative (Responsible Person):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**Library Card Number:** \_\_\_\_\_ **OR Driver's License Number:** \_\_\_\_\_

**Alternate Representative:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Please note available times:**

- Between 7:30 a.m. and 10:00 p.m. Monday-Friday.
- Between 9:15 a.m. and 10:00 p.m. Saturday.
- Between 11:45 a.m. and 10:00 p.m. Sunday.
- Meetings extending after library open hours must start during library open hours.
- Library open hours are: 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.

Schedule Day	Schedule Date	Arrival Time	Starting Time	Departure Time	Number Attending	Equipment Required

**ACCEPTANCE OF RESPONSIBILITY:**

- I am an authorized representative of the organization named above.
- I agree to comply with the regulations for use of the E.D. Locke Public Library meeting room.
- I accept responsibility for any damage to library property and will report such damage to library staff.
- I will be responsible for returning the room to its original condition.
- Members of my group will not park in the library parking lot, unless there are mobility concerns.

**Signature of Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_