

Cedarburg Public Library Community Room Use Policy and Procedure

Policy: The Library's Community Room is used primarily for library activities and functions. At non-conflicting times it may be reserved or rented by individuals or organizations, per the approval of the policy and procedure agreement requirements. The Library abides by the general accordance with the American Library Association's *Library Bill of Rights* which states: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make the facilities available on an equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use". The Library is in no way affiliated with the events scheduled or agencies using the Community Room that are not sponsored by the Library.

Availability: The Community room is available only during regular public service hours and must be vacated 15 minutes prior to closing time.
When the room is not being used for an event it will remain open to the public for quiet use purpose only. Groups will not be allowed to use the room without following the Use Policy and Procedure.

Usage Groups and Fees:

Class A – Library

- Library Staff and Library Board
- Friends of the Cedarburg Public Library
- City Government

Class B – City of Cedarburg Residents and organizations – not for profit activities

- Nonprofit groups
- Charitable organizations
- Educational institutions

Class C – City of Cedarburg residents or organizations – for profit activities or social events

- Parties
- Business meetings

Class D – Non-City of Cedarburg organizations

Usage Fees

Class A – No Fee

Class B – No Fee

Class C - \$30 per hour – include your set up and take down time

Class D - \$35 per hour – include your set up and take down time

All users must submit fee upon application. Reservations will not be confirmed until receipt of payment. All funds shall be paid to the Cedarburg Public Library

Application Process:

- Users are responsible for reading and understanding the Community Room Policy and Procedures issues with the application.
- Dates and times of use are allocated on a first-come, first-served basis.
- Fees will be refunded only if cancellation is at least 2 weeks before the scheduled event.

- Phone reservations are not considered confirmed until an application has been approved.
- Application may be made up to 6 months ahead of date needed.
- Series of up to 6 meetings per year are allowable. Requests for series requiring seven or more dates are allowable subject to the approval of the Library Director.
- An officer or representative of the scheduling organization must be at least 18 years of age and must sign the application.
- Notices, flyers, press releases, may in no way state that the Library is a sponsor or endorser of the event. Notices may only state the Library's Community Room as the location for scheduled events.

Room Use:

- The capacity of the Community Room is 100 people and cannot be exceeded.
- No advance deliveries can be accepted for meetings. Materials cannot be stored at the Library before or after a meeting.
- When special arrangements are needed during a meeting, or an emergency arises, the person responsible for the meeting should contact the Reference Librarian on the 2nd floor.
- Light refreshments may be served. Members of the group are responsible for bringing all serving equipment, supplies, etc. and for food setup and cleaning. Catered meals are not allowed.
- No prior set up of chairs or tables will be accepted.
- Alcoholic beverages and smoking are prohibited.
- The Library Code of Conduct must be observed at all times.
- Use of the room cannot be disruptive of the programs and activities of the Library
- No unlawful activity is permitted on Library premises.
- **Clean up and returning the room to its original set up is expected.**

Cancellations/ No-Shows

- The Library must be notified as far in advance as possible of cancellations so as to inform the public of cancellation, and if applicable, the rescheduling of the meeting.
- Usage fees will be refunded only if cancellation is at least 2 weeks before the scheduled event.
- Repeated cancellations or failure to keep appointments for meetings will be cause for denial of future meeting room requests.

Non-compliance Policy

- Non-compliance with meeting room policies and procedures/guidelines will result in loss of meeting room privileges.
- If, following a meeting, additional custodial assistance is needed to clean the facility or if any part of the Community Room or its contents are damaged and require repair/replacement, groups will be billed. Future meeting room use may be denied at the discretion of the Library Director.

Approved by the Cedarburg Library Board on May 21, 2014