

## MEETING ROOM POLICY OF THE JANESVILLE PUBLIC LIBRARY

Application for meeting in the library can be made in writing at the circulation desk or via online booking on our website. Booking must be confirmed by library personnel. Meetings held on a regular basis will be added to the calendar and will not require a completed application for use of the library after the initial document. We encourage applicants to fill out the necessary form approximately seven days prior to the event.

The primary purpose of the meeting room is to provide appropriate space for library meetings and programs to support and promote the library's mission of providing free and easy access to informational, recreational and educational materials. However, when the room is not being used by the library or by its support groups, the meeting room will be available for use by community groups and organizations.

A rental fee of \$40.00 will be assessed for the use of the library meeting room with an additional \$25.00 check required at time of booking as a damage deposit to be returned after event if no damage or extra cleaning is required by staff. Local non-profit organizations are welcome to use the room for 3 times per calendar year free of charge. Non-monetary payment may be considered at the Library Board's discretion. The fee will be paid at the time of reservation. All groups are expected to abide by the following meeting room guidelines. Exceptions to any part of this policy may be made at the discretion of the Library Director or designee.

- Request will be handled on a first-come, first-served basis.
- No smoking is permitted at any time.
- Supplies (cups, plates, napkins, foods and refreshments, etc.) will be supplied by the renter. No cooking will be allowed in the meeting room. Food may only be served warm from a roaster or crock pot.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear. Any breakage or damage shall be paid by the renter and the person signing the meeting room agreement will be held accountable.
- Basic clean-up and garbage removal is required by person renting room. A vacuum is in the hall.
- The library is not responsible for personal belongings left in the meeting room.
- Nothing may be attached to the walls, ceiling, doors or furniture in the room. No signs or posters promoting a meeting or program may be placed anywhere in the library without the permission of the library staff.
- Groups using the library must have adult supervision at all times (1 adult per 15 children). Groups may not exceed legal room capacity (80 people).
- The use of the library meeting room is a privilege and not a right and is subject to the library's sole and exclusive discretion. The library reserves the right to deny the use of the meeting room to any group.
- Failure to comply with these rules will result in termination of the violator's meeting room privileges.
- No organization, may list the address of the Janesville Public Library as its official address.
- Groups may not use the Janesville Public Library name or logo in any way that implies Library endorsement or sponsorship of the groups' activities.
- The Library reserves the right to refuse reservations.
- The Library does not page or take telephone calls for groups or individuals in meetings in the library.
- The Library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. Neither the Library Board, staff, nor the City of Janesville will be responsible for the property of individuals or organizations meeting in the library, or take responsibility for the storage of materials.
- Individuals or organizations meeting in the library must agree to indemnify and hold the Library and the City of Janesville harmless from any and all liability, claims, actions, causes of action, and/or damages, which may arise, or allegedly arise during use of the library facilities. This shall include an obligation to defend the Library and the City of Janesville and to be responsible for any legal fees incurred and pay any judgments entered.

**Janesville Public Library Meeting Room application**

Today's Date \_\_\_\_\_

Type of use/party? \_\_\_\_\_

Contact person(Name, address, phone number) \_\_\_\_\_

Email address \_\_\_\_\_

Date & time of Meeting (from when to when) \_\_\_\_\_

Planned number of people attending \_\_\_\_\_

Will refreshments be served? \_\_\_\_\_

The person who signs this reservation form shall be responsible for problems or costs resulting from the use of the library. Signee will accept responsibility for the repair or replacement of damaged or missing property or equipment. Signee will be charged for clean-up if it is determined by the director that the area was not left in good condition. The door code is for the signers knowledge alone, door must be relocked by signer upon leaving the property.

I have received a copy of the Janesville Meeting Room Policy and understand and comply with all its regulations.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Door Code Given \_\_\_\_\_

Payment Received \_\_\_\_\_ employee sign and date

Deposit Returned \_\_\_\_\_ employee sign and date