

BROWN COUNTY PUBLIC LIBRARY
MEETING ROOM USE POLICY Adopted 01/02/01

1. The Brown County Public Library provides free meeting room space for not-for-profit individuals or groups on an equitable basis, regardless of the beliefs or affiliations of those requesting meeting room use. The Brown County Public Library does not discriminate on the basis of age, race, gender, national origin, or creed. The Brown County Public Library does not endorse or advocate the viewpoints of groups using the library's meeting rooms.
2. Library meeting space is available to library district organizations or groups engaged in governmental, educational, cultural, intellectual, or charitable activities. No fees may be charged by any group except to cover costs of materials or related expenses associated with the meeting. Smoking, alcoholic beverages, and illegal substances are prohibited on library premises.
3. Meeting room space may be requested by groups of five or more. A room may be provided for smaller groups at the discretion of the library director if space is available.
4. Library programs have priority over other group meetings. It is possible that an organization's meeting date may have to be rescheduled in case of a conflict. In such a case the organization shall be given one week's notice.
5. Meeting space is not available during hours before the library is officially open or on days when the library is officially closed.
6. Groups holding meetings which run beyond the library's closing time are required to secure the building upon leaving. The group's designee, a participant who is attending the meeting, must see the library staff and sign for the closing and security procedures. Failure to properly secure the building will result in a \$50.00 fee and possible loss of meeting room privileges.

7. Groups may serve light refreshments in the meeting rooms. The kitchenette may be used when scheduled in advance. Groups must provide their own supplies, and must carry out all trash, edible and otherwise. The library provides trash bags for this purpose.
8. The meeting room is to be set up by the sponsoring organization. The group is expected to return the room to its original condition. A vacuum cleaner is provided. Failure to clean or causing damage to the room will result in a custodial fee no less than \$25.00. Prior arrangements may be made and a \$25 fee paid to have library staff set up the room.
9. Only a library staff member may make adjustments to the gas log fireplaces, the movable room dividers, the dance floor, or the sound system.
10. Minor children, whether involved in the meeting or accompanying meeting participants, must be under adult supervision at all times.
11. All meetings held in the library or on library grounds must be open to the library director or the director's designee.
12. All groups using the library meeting rooms are responsible for their own accident and liability insurance.
13. The Brown County Public Library reserves the right to cancel scheduled room use when library policy has been violated.
14. The Brown County Library will accept donations for the purpose of upkeep of the meeting space.
15. The Brown County Public Library reserves the right to waive the rules at the discretion of the Board of Trustees.