

# **Ripon Public Library**

## **Meeting Rooms Policy**

The Library has several rooms available for meetings and programs. The primary purpose of these rooms 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 rooms are not being used by the Library or by its support groups, they will be available for use by community groups and organizations.

### **Rooms Available**

- Nash Room – approximately 24 person capacity, with a projection screen, coffee pot, counter & sink.
- Jorgenson Room – approximately 10 person capacity.
- Small Conference Room – approximately 6 person capacity.
- Silver Creek Room – approximately 100 person capacity, with a projection screen, digital projector, sound system, small refrigerator, coffee pot, counter & sink.

**The Rooms May Be Used For:** Educational, cultural, intellectual, governmental or charitable meetings, forums, presentations, and similar activities.

### **Rooms may not be used for:**

- Any purpose that interferes with the regular operation of the library.
- Programs involving sales, advertising, solicitation or promotion of commercial products or services.
- Personal, company or family parties or similar activities.
- Any illegal activities.

### **Rules and Policies**

1. Use of the rooms is free.
2. Requests will be handled on a first-come, first-serve basis.
3. Organizations may make reservations for use of the rooms up to three months in advance.
4. Users are expected to check in to use the rooms and to adhere to the Meeting Room Guidelines that are handed out upon checking in.
5. Meeting rooms are available only during open library hours. If the room is needed after library hours, a request may be made to the library director or to other authorized library staff to have an employee remain until the meeting is completed. There will be a charge of \$30.00 per hour, or any portion of an hour, that the rooms are used after the library closes. This charge is in addition to any other charges described in this policy. This option will be available only when library staff are available to work after library closing.
6. All meeting areas must be vacated at least 15 minutes before library closing time.
7. The meeting rooms must be left in a neat and clean condition. Vacuuming is required if the meeting includes food or craft projects.
8. Nothing may be attached to walls, ceilings, doors or furniture of any of the rooms. No signs or posters promoting a meeting or program may be placed anywhere in the library without the permission of library staff.

9. Any breakage or damage to the library building or property shall be paid for by the organization using the room. The person reserving the meeting room will be held accountable.
10. Admission fees may not be charged, except for programs sponsored by the library or by not-for-profit groups or institutions pre-approved on a case-by-case basis.
11. Children's groups may use the meeting rooms if they are supervised by one or more adults.
12. The library has a digital projector and laptop computer available for use in the meeting rooms. Library staff will help set up the equipment and provide instructions for its use if requested. At least a three day notice should be given for this equipment. Library staff will not be available to create presentations or to operate the projector during presentations. There is no charge for use of the equipment, but the users are responsible for any damage that occurs to it when they are using it.
13. Persons wishing to use a coffee pot must provide their own supplies and must thoroughly wash the coffee pot and area when finished.
14. Alcohol is not permitted, except in specifically approved library functions.
15. Smoking or use of tobacco products is not permitted on library property.
16. Storage of supplies or equipment belonging to users of the rooms is not permitted.
17. There is no telephone service in the meeting or conference rooms. Library staff are not available to accept calls or relay messages or page persons using the rooms, except in emergency situations.
18. The Library does not provide porter service to transport supplies to or from meeting rooms, nor does it provide staff to operate equipment in meetings.
19. Failure to comply with these rules will result in termination of the violator's meeting room privileges.
20. Persons or organizations denied use of the room may appeal to the Ripon Public Library Board of Trustees.

### **Disclaimer**

Permission to use a meeting or conference room does not constitute endorsement of the user's policies, presentation or viewpoints by the Ripon Public Library.

*Approved by the Ripon Public Library Board of Trustees on February 26, 2002*

*Revised by the Ripon Public Library Board of Trustees on October 18, 2005, February 24, 2009, November 30, 2010, May 26, 2015, and January 29, 2019.*