

LIBRARY WELSH MEMORIAL MEETING ROOM POLICY

The Beaver Dam Community Library provides meeting room space for Library-sponsored and co-sponsored programs. The primary purpose of the Beaver Dam Community Library's meeting room is to allow the library to hold meetings, programs, and other events which expand access to information and help the library fulfill its mission. In this regard, priority for use of the room is given to the library and to groups affiliated with the library.

When not being used by the Library, the meeting room is available for established not-for-profit groups. The rooms are available for meetings and programs of informational, educational, cultural or civic nature.

For-profit organizations are not eligible to schedule activities in meeting rooms for the primary purpose of making a profit. For-profit organizations may utilize meeting rooms for educational and training purposes. Meeting rooms may not be used for commercial, personal or family activities.

No selling, solicitation or taking of orders may occur within the meeting rooms. Charges are permitted in the form of a tuition fee for workshops and seminars. Meetings may not be scheduled more frequently than once a month by any single non-library organization. Recurring reservations will be accepted but for no more than one calendar year at a time. At the end of the year, such reservations must be reviewed.

The Library reserves the right to make schedule adjustments according to the following priorities:

1. Library sponsored and co-sponsored programs.
2. Local government meetings/programs.
3. Programs of an educational, cultural, or civic nature prepared for the public.
4. Workshops/seminars taught through non-profit educational institutions.
5. Business/organizational meetings of non-profit organizations.

Use of the meeting rooms cannot be disruptive of the programs and activities of the library, nor can it create a public safety hazard. The Library Code of Conduct must be observed at all times.

Light refreshments may be served. Alcohol is not permitted. Smoking is not permitted. Arranging and replacing chairs and tables is the responsibility of the individual groups. Each group is responsible for picking up refuse, for leaving the rooms tidy, and for being certain the meeting room doors are locked upon leaving. Groups will be charged for damage to room, equipment, or furnishings beyond reasonable wear and tear.

Storage for the property of organizations or individuals meeting in the room is not provided. The Library is not responsible for materials lost or damaged. A pay phone and restrooms are available in the lobby.

Reservations for the meeting rooms are made in advance through the Circulation Desk. Confirmation must be made in advance by completing the Meeting Room Application.

Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Beaver Dam Community Library of the activities that take place in the meeting room or of the beliefs of the groups using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.

Meetings must be held during regular library hours. Meetings must end on time so that the room can be cleared or prepared for other meetings. All meetings must end 15 minutes before closing time.

Approved by the Beaver Dam Community Library Board November 14, 2008