

VILLAGE OF CROSS PLAINS MEETING ROOMS USE POLICY

The meeting rooms located in the Rosemary Garfoot Public Library facility at 2107 Julius Street are open to all groups and persons regardless of their beliefs or affiliations. There shall be no restrictions regarding religious, political or business activities other than they be lawful. The Library and other Village departments take precedence over all groups and persons in use of the meeting rooms. The Village and Library reserve the right to revoke permission to use a meeting room if needed by Village departments and/or committees.

- Use of rooms will be free to nonprofit organizations.
- All other groups and persons will be charged a set fee of \$50.
- Reservations are not valid until application is completed and approved. Fee must be paid prior to staff unlocking the community room for the group..
- The meeting rooms will be available on a first come, first serve, reserved basis.
- The Village and Library assume no responsibility for personal belongings or organizational equipment in connection with the use of meeting rooms.
- No belongings or organizational equipment may be stored in the facility. All available storage space is for library use only.
- The Rosemary Garfoot Public Library and meeting rooms may not be used as the address or headquarters of any group.
- The Village and Library reserve the right to deny or terminate the use of meeting rooms as a result of disorderly conduct or violation of the regulations listed in this document. Termination will occur after one warning from the Village Administrator.
- Exceptions to this policy are made at the Library Director or Village Administrator's discretion.

RESERVATIONS

Reservations for meeting rooms must be filed by means of written application with the Library. A telephone call can be used to determine whether a particular time slot is open; the reservation does not take effect until the application has been submitted and approved by the signature of designated Library staff members. Only a person of legal age may sign an application.

Meeting rooms cannot be reserved more than three months in advance.

If the meeting includes a program directed to the public, this information is to be stated on the application so that inquiries to the Library may be answered.

The person signing the application is responsible for:

1. Payment for any damage to Village or Library property occurring during or in connection with room use.

2. Enforcing the meeting room regulations.

MEETING ROOM REGULATIONS

1. The use of any equipment/supplies in the meeting rooms is not permitted without prior approval from the Library.
2. Alcoholic beverages, illicit drugs, and smoking are prohibited in the meeting rooms and entire facility.
3. Rooms must be left in a neat and orderly condition. All cleanup must be completed immediately after the meeting so the rooms are ready for the next applicant's use.
4. The Library will not store any materials or equipment belonging to groups using the meeting rooms.
5. The Library does not provide supplies for groups or individuals other than chairs, tables, and a projector with HDMI cable if requested.
6. A supervising adult is required to be present at all times for groups of children or teens.
7. The kitchen may be used to prepare food, but prior permission is required.
Refreshments may be served by a caterer or group member. The person signing the application will be responsible for cleaning up after food service and checking all appliances to make sure they are either properly turned off or closed.
8. The meeting rooms must be vacated by the hour specified on the application.
Possession of keys does not give applicants the right to come and go at will; only at reserved times. Unauthorized entrance will result in room revocation.
9. Groups and individuals are responsible for locking up the meeting rooms. If the Library is closed, responsibilities also include making sure everyone is out of the building before turning off lights in the kitchen, hallway and bathrooms, and locking exterior library doors when they leave. The person responsible for securing the building must obtain proper instructions from the Library staff.

If a group is scheduled to use the meeting room and a tornado watch or warning is in effect, it is up to the library director or their designated representative to determine whether or not the reservation will be cancelled. This decision will be made as soon as possible so that the group can be alerted, and any room reservation fees will be returned in the event of a cancellation. If a tornado watch or warning is announced while a group is using the community room, groups should follow library safety procedures. This includes moving meeting attendees into the community kitchen in case of a warning and remaining in the kitchen until warning expires.

Approved: 3/27/2007

Revised and reviewed accordingly on 9/21/2010

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