



Library Policies

Central Library Meeting Room Policy

see also meeting room policy for the Branch Libraries | Meeting Room Application

Approved by the Library Board 11/3/05

PURPOSE

In keeping with the Library's mission and strategic initiatives to create welcoming spaces that serve as public commons and to encourage civic engagement by offering people opportunities to connect and interact, the Central Library meeting rooms are available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. Use of the library meeting rooms does not imply endorsement by the library staff or Trustees of the viewpoints presented.

POLICY

The Library Board encourages the widest possible use of library meeting rooms by government agencies and nonprofit community groups as long as this use does not interfere with the normal functions of the library.

- All meetings shall be open to the public.
- Rooms may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
- Room bookings are subject to cancellation with two weeks notice if the room is needed for library programming.
- Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy which allows performers at Madison Public Library programs with pre-approval to sell sound recordings, videos and books related to their performance.
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the Library co-sponsors the program.
- Rooms will not be used for personal or family purposes.
- Groups may reserve space for up to six meetings in a six month period. No single group may have more than six meetings in a six month period unless the Library is a co-sponsor.
- 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.

CHARGES

There is no charge for use of meeting rooms by City/County governmental agencies, by nonprofit community groups or by groups presenting programs in which the Library is a sponsor or cooperating agency. All State, Federal and other governmental agencies are charged as follows:

Meeting Room Charges

Room	Seating Capacity	Up to 4 Hours	More than 4 Hours
Madison Room (Room 201)	20	\$20.00	\$35.00
Front Lecture Room (Rm. 202)	84	\$20.00	\$35.00
Rear Lecture Room (Rm. 204)	48	\$20.00	\$35.00
Rms. 202 & 204 combined	132	\$35.00	\$45.00

If any group wishes to have a special room setup other than the choices offered on the attached chart there will be a fee of \$20.00.

GENERAL RULES AND REGULATIONS REGARDING MEETING ROOM USE

Applications/Reservations

- Groups interested in using the Library meeting rooms must first fill out an "Application for Use of Central Library Meeting Rooms." This application must be on file with the Administration Office at least one week prior to the first scheduled meeting date.
- An authorized adult representative of the group must request use of the meeting room and fill out the application form. By signing the form the applicant agrees that the "General Rules and Regulations Regarding Meeting Room Use" has been read and understood. Failure to abide by these regulations may disqualify the group from future use of the rooms.
- The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
- Meeting rooms are scheduled on a first come, first served basis.
- Reservations may be made no more than six months in advance. However, the Library does reserve the right to cancel a scheduled meeting with 2 weeks notice if the room is needed for library programming. The Library will make every effort to avoid a cancellation but does reserve that right.
- Room reservations may be called in but are not confirmed until the application form has been completed, signed and processed.
- Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24 hours notice the group may be disqualified from future use of the rooms.
- Meetings at the Central Library will be posted on the daily schedule board in accordance with the information submitted at the time of the reservation.

CONDITIONS OF USE

Schedule

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

Open Meetings

- Meetings must be free and open to the general public at all times.

ADA Requirements

- Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

Sample statement for publicity:

If you need an interpreter, materials in alternative formats or other accommodations to access this meeting or program, please contact (name of person/organization) one week in advance of program or meeting.

Food or Drink

- Groups who use the library rooms may serve light refreshments (note: alcoholic beverages are prohibited) when their plan to do so has been pre-approved by the library.
- The group is responsible for leaving the room in the condition in which it was found. Charges will be assessed for damages or required extra cleanup.

Equipment and Media

- Subject to availability, the following audiovisual equipment may be used in the Central Library meeting rooms: VCR/DVD player and monitor, transparency projector for use with transparencies, opaque projector, slide projector, projection screen, and phonic ear for people with hearing disabilities.
- There is no charge for the use of the equipment. Equipment should be reserved at least one week in advance of the meeting. It is recommended that the equipment be reserved at the time the room is reserved. The library cannot provide operators for the equipment. If instruction is required for equipment operation, it is suggested that a representative of the group set up an appointment with staff located in the Fiction area in

advance.

Internet/PC Use

Wireless internet access is available in all meeting rooms. Groups will need to bring their own laptops. The library does not have projection units for groups to use with PCs. Groups will need to bring their own.


Signs

- Signs, working papers or posters may not be attached to the walls of the meeting rooms.
- Notice of public meetings at the Central Library will be posted on the day of the meeting on our Daily Schedule Board. Any additional signs or posters placed anywhere in the building must be approved by Library Administration or the Librarian-in-charge.

© 2005-2008 Madison Public Library ■ 201 W. Mifflin St. ■ Madison WI 53703 ■ 608-266-6300

<http://www.madisonpubliclibrary.org> ■ Revised: 4/22/07

Suggestions to madtech@scls.lib.wi.us

 [Email a Friend](#)

