

Madison Public Library Meeting Room Application

Organization or group name: _____.

Contact person: _____ Daytime Phone: _____

Contact person's address: _____

Individual completing application form (if different from contact person)
_____ phone # _____

Purpose of the group/organization: _____

(For Central Library reservations) How would you like your meeting posted on our daily schedule board? (space is limited) _____

The undersigned user of a meeting room has read the applicable Madison Public Library Branch or Central Library Meeting Room Policy, found at: <http://www.madisonpubliclibrary.org/about/policies.html> ~~Policies and Procedures~~, understands and agrees to abide by the guidelines and rules described therein. Failure to abide by these rules may disqualify the organization from future use of the rooms. The user hereby indemnifies and holds harmless the City of Madison, its Library Board, and provider agency employees and volunteers from all liability directly or indirectly related to an event or meeting held at a Madison Public Library under this Application.

Signature _____ Date _____
(Responsible party for user group)

Applications are held on file for one (1) year. If the group intends to continue meeting at the library the responsible party for the group should submit a new updated application.

If the organization/group/user has entered into a written agreement with the Madison Public Library or the City of Madison for meeting use reservations, the terms and conditions of that agreement shall supercede this application.

Approved by the Library Board 9/2/08 Effective date 9/15/08

Policies and Procedures

Section 4.93a Subject: Central Library Meeting Rooms

PURPOSE

In keeping with the Library's mission to offer a welcoming place for community interactions, 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, or unless the group has made a contract for space or meeting rooms (12 month maximum). If a group has held 12 meetings in a 12 month period and is registering for meetings in a new year, said group may reserve for 12 meetings in a new 12 month period. A group that is making a contract for space or meeting rooms may also reserve space for a period of up to 12 months.
- 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:

	<u>Seating Capacity</u>	<u>Up to 4 hours</u>	<u>More than 4 hours</u>
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	144	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.

CONTRACTS

If a government agency or other organization wishes to make a written agreement for the use of meeting space for a period of up to one (1) year, the Library Director is authorized to sign such an agreement, if:

- the room use is consistent with this Policy
- the written agreement incorporates the rules and regulations of this Policy, and
- the agreement has been reviewed and approved by the City of Madison City Attorney.

GENERAL RULES AND REGULATIONS REGARDING MEETING ROOM USE

Applications/Reservations

- Groups interested in using the Library meeting rooms must first fill out an application form provided by the Library. “Application for Use of Central Library Meeting Rooms.” This application must be on file with the Administration Office at least one (1) 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 Central Library Meeting Room Policy (“Policy”) applies to the requested use of space and the “General Rules and Regulations Regarding Meeting Room Use” has been read and understood. Failure to abide by this Policy ~~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, except for groups reserving 12 meetings in a 12-month period as described above, or groups making a contract for meeting room space.
- ~~However~~ the Library ~~does~~ reserves 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.

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Equipment and Media

- Subject to availability, the following audiovisual equipment may be used in the Central Library meeting rooms: VCR and monitor, overhead projector, slide projector, opaque projector, projection screen, phonic ear for people with hearing disabilities, and 16 mm projector.
- 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

- At this time the Library is not prepared to support Internet or other remote access in its meeting rooms.
- The library also does not support Powerpoint presentations.

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.

- Groups may reserve space no more than six (6) months in advance, except that . No single group may have more than two meetings in a one-month period unless the Library is a co-sponsor. (moved below). if a group has held 12 meetings in a 12 month period and is registering for meetings in a new year, said group may reserve for 12 meetings in a new 12 month period. A group that is making a contract for space or meeting rooms may also reserve space for a period of up to 12 months.
- No single group may have more than two (2) meetings in a one-month period, unless the Library is a co-sponsor.
- Each Branch Library reserves its own meeting rooms. Please see list below for seating capacity, addresses and telephone numbers.
- Groups are responsible for any room set-up and are to leave the room as it was found.
- 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.

CONTRACTS

If a government agency or other organization wishes to make a written agreement for the use of meeting space for a period of up to one (1) year, the Library Director is authorized to sign such an agreement, if:

- the room use is consistent with this Policy
- the written agreement incorporates the rules and regulations of this Policy, and
- the agreement has been reviewed and approved by the City of Madison City Attorney.

Approved by the Library Board ~~9/4/08~~ Effective date 9/15/08

Policies and Procedures

Section 4.93b Subject: Branch Library Meeting Rooms

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, Branch Library meeting rooms are available at no charge 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 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.

- The Branch Meeting Room Application will expire 1 year from the date signed. At that time a new application will need to be submitted and approved.

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.
- A group representative should check out with staff at the end of the meeting.

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.

GENERAL RULES AND REGULATIONS REGARDING MEETING ROOM USE

Each Branch Library should be contacted individually to reserve its meeting room. See listing of locations at end of this policy.

Applications/Reservations

- Groups interested in using the Library meeting rooms must first fill out an application form provided by the Library. ~~“Application for Use of Branch Library Meeting Rooms.”~~ This application must be returned to the reserving Branch at least one (1) 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~~ this Branch Library Meeting Room Policy (“Policy”) or General Rules and Regulations Regarding Meeting Room Use” applies to the requested use of space and has been read and understood. Failure to abide by ~~these regulations the~~ Policy may disqualify the group from future use of the rooms as a minimum penalty.
- 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, except for groups reserving 12 meetings in a 12 month period as described above, or groups making a contract for meeting room space.
- 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.

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

- Equipment may be brought in to use in the meeting rooms if approved by the staff person in charge.

Internet/PC Use

- Wireless Internet access is available in all meeting rooms except the South Madison Branch Library, which shares meeting space with other members of the South Madison Health and Family Center, Harambee. 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.
- Signs or posters placed anywhere in the building must be approved by the staff person in charge.

Library	Telephone	Address	Seating Capacity
Alicia Ashman	824-1780	733 N. High Point Rd.	55
Hawthorne	246-4548	2707 E. Washington Av.	50
Lakeview	246-4547	2845 N. Sherman Av.	75
Meadowridge	288-6160	5740 Raymond Rd.	25
Monroe Street*	266-6390	1705 Monroe St.	30
* not handicapped accessible			
Pinney	224-7100	204 Cottage Grove Rd.	50
Sequoia	266-6385	513 S. Midvale Blvd. <u>4340 Tokay Blvd</u>	50
South Madison*	266-6395	2222 S. Park St.	50

* Rooms governed by policies for use of common space issued by South Madison Health and Family Center