

## Middleton Public Library

### ROOM RESERVATION POLICY

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#### **I. Purpose**

- (A) The meeting rooms at the Middleton Public Library are intended primarily for the library's own programs.
- (B) The meeting and study rooms are available for use by community and other not-for-profit groups for programs of an informational, educational, cultural, or civic nature, subject to this policy as established by the library board. Privacy while using the meeting rooms is not guaranteed.
- (C) The library does not charge any fees for use of the meeting and study rooms.
- (D) Use by any group does not imply library sponsorship nor support of the views or actions of the user group. The Library reserves the right to close access to these rooms as necessary.
- (E) The study rooms on the library's lower level are intended for use by up to five individuals at a time.
- (F) The meeting rooms are intended for use by a minimum of three individuals or more.
- (G) The library board specifically excludes the following types of uses of its meeting and study rooms:
  - 1. Non-library programs involving the sale, advertising or promotion of products or services.

2. Business firms and other for-profit organizations soliciting or selling products or services.
3. Private social functions, such as showers, birthday parties, and dance groups.
4. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, and/or security risk.
5. Groups using the meeting rooms may not charge admission, collect or request contributions or donations, nor perform sales.

## **II. Meeting Rooms**

### **(A) The Archer Community Meeting Room:**

1. This meeting room, located on the library's lower level, will accommodate up to 120 with a theater set-up and 80 with a conference set-up.
2. Along with tables and chairs, the following items are available for use in this space only: projection screen, whiteboard and markers, table lectern, and amplification system.

## **III. Study Rooms**

### **(A) Four study rooms in lower level:**

1. Groups greater than five are encouraged to reserve a meeting room.
2. There are four study rooms located in the lower level.
3. Two rooms offer computers. Wireless services are available throughout the building and patrons may check out laptops for use anywhere in the building.

## **IV. Reservations and Availability**

(A) There are no restrictions on the scheduling of library and library-related events and programs. Public groups may be accommodated as space is available.

### **(B) The meeting room reservations:**

1. Meeting room reservations are made at least 24 hours in advance and may be made in person, by phone, or online [www.midlibrary.org/meetingrooms](http://www.midlibrary.org/meetingrooms)
2. Up to three months in advance, including current month.
3. Limited to one meeting room reservation per month, unless otherwise authorized by the Library Director or Deputy Director.
4. The meeting rooms are available during the Library's regularly scheduled hours of operation. All groups must exit the rooms 30 minutes prior to closing time.
5. Meeting room reservations must allow for setup and cleanup time. The Library is unable to accommodate reservations for setup prior to reserved times and day (no prior day set up).

(C) Study room reservations:

1. Study rooms are available on a walk-in basis and may be reserved up to seven days in advance. Study room reservations can be made at library service desks, by phone, or online [www.midlibrary.org/studyrooms](http://www.midlibrary.org/studyrooms).
2. Library staff may set limits on study room use in order to accommodate fair and equitable access to these spaces. Generally, use is no more than three hours per day.

**V. Use of Facilities and Equipment**

- (A) Library or other city staff do not provide assistance in setting up the meeting rooms.
- (B) Meeting and study rooms must be left neat and clean with furniture as posted.
- (C) Materials may not be affixed to the walls and ceiling without prior approval of the Library Director.
- (D) A kitchenette is available off the Archer Meeting Room. All eating utensils and consumable products must be provided by the group. Kitchenette must be left neat and clean.

- (E) The library does not provide personnel to operate audiovisual equipment.
- (F) The meeting and study rooms are handicapped accessible via an elevator located in the lobby of the library.

**VI. Additional Considerations**

- (A) Use of tobacco products and alcoholic beverages are not permitted on the library's premises.
- (B) The library does not provide storage space for groups or individuals using the meeting and study rooms.
- (C) The library staff does not accept calls or relay messages to people using meeting and study rooms, except in emergencies.
- (D) The library reserves the right to refuse to book meeting and study room space for groups who do not comply with the guidelines of this policy. Groups that fail to cancel reservations in a timely manner or who fail to show up for scheduled reservations may lose their privilege to reserve rooms.

Adopted April 4, 2019  
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