

**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 use of the library's own programs. The meeting rooms are also 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. All meetings must be open to the public. Use by any group does not imply library sponsorship or support of the views or actions of the user group.
- (B) The study rooms on the library's lower level are generally intended for use by up to 5 individuals at a time, for the purposes of quiet study and discussion.
- (C) The library board specifically excludes the following types of uses of its meeting 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.

**II. Description of Rooms**

- (A) The Leonard and Marian 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.
3. This space can be subdivided into two smaller meeting rooms. Furniture and equipment are not moved from one side of the room to the other.

(B) Study Rooms:

1. There are four study rooms located in the lower level.
2. Two offer computers and two do not. Wireless services are available throughout the building and patrons may check out laptops for use anywhere in the building.

### **III. Reservations and Availability**

- (A) There are no restrictions on the scheduling of library and library-related events and programs.
- (B) Other groups may be accommodated as space is available. The meeting rooms may not be reserved more than three months in advance. Unless otherwise authorized by the Library Director, groups will be limited to one meeting room reservation per month.
- (C) Meeting room reservations are made through the circulation desk staff, by phone, or email.
- (D) The meeting rooms are available during the Library's regularly scheduled hours of operation. All groups must exit the rooms thirty minutes prior to closing time with the exception for meetings of City of Middleton governmental units.
- (E) Study rooms are available on a walk-in basis and may be reserved up to four weeks in advance.
- (F) Library staff may set limits on study room use in order to accommodate fair and equitable access to these spaces. The general rule is no more

than three hours a day for study rooms without computers and one hour per day for rooms with computers.

- (G) Study room reservations are made through the reference desk staff, by phone, or email.
- (H) All meeting reservations must be vacated from the spaces thirty minutes prior to closing.

#### **IV. Fees and Admission Charges**

- (A) No fees are charged by the library for use of the meeting rooms.
- (B) Groups using the meeting rooms may not charge admission, nor collect or request contributions or donations.

#### **V. Use of Facilities and Equipment**

- (A) Library or other city staff will not provide assistance in setting up the meeting rooms.
- (B) Meeting and study rooms should be left neat and clean. Groups will be charged for damage to rooms beyond normal wear and tear.
- (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 Marian Archer Meeting Room. A coffee pot and hot water dispenser are available for use. However, all eating and cooking utensils and consumable products, must be provided by the group. Groups must wash, dry, store coffeemakers, and leave the kitchenette area clean and orderly. Kitchen procedures are posted above the sink.
- (E) The library does not provide personnel to operate audiovisual equipment.
- (F) Persons requiring an interpreter or other accommodations to access library-sponsored programs must contact the library no less than seven days before the scheduled program to make the necessary arrangements. The library is not responsible for providing an interpreter or other accommodations for groups who use the library's meeting room space.
- (G) 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 will 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 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 book rooms in advance.

Adopted April 4, 2019