

Prairie du Chien Memorial Library

Room Use Agreement

Please read and agree to the statements below to reserve and use one of the Prairie du Chien Memorial Library's meeting rooms. Exceptions to any of the rules **may** be made for Library-sponsored events/groups.

Purpose

Agreeing to the following requirements ensures that the Prairie du Chien Memorial Library meeting rooms will be accessible, inviting, safe and equitably used by all patrons.

Meeting room uses

- Library-sponsored events have priority, and may supersede a room reservation by another group.
- Public gathering spaces are intended to be commercial-free environments where groups may come together to learn and exchange information and ideas.
- Public gathering places are available to the public regardless of the beliefs or affiliations of groups requesting their use.
- Permission to use a public gathering place does not constitute an endorsement by the library of the program or point of view expressed.
- The meeting rooms are intended for larger groups.
 - Small groups may use a meeting room if there are no reservations that day and they agree to this policy, subject to approval by the directors.

Prohibited activities

- No commercial activities:
- No gambling, games of chance, bingo, casinos or wagering of any kind may be part of any program, meeting or event
- The following may not be used:
 - Candles or flames of any kind
 - Alcohol
- No admission fees or tuition, sales of products or services, or other fundraising activities
- The library may not be used to store equipment, material or supplies.

Social Events

There must be prior approval for any and all events by the library directors and/or board for purely social purposes such as parties or wedding.

Library right of refusal

- The Library Directors are responsible for working to resolve disputes that may arise over the reservation and use of library rooms.

Meeting information and publicity

- The Prairie du Chien Memorial Library will communicate scheduled meetings (group name, time, date and place of meeting) in the room reservation calendar. That information may also be posted either digitally or in print in the library where the meeting is being held.
- The library name may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location.
- Prairie du Chien Memorial Library may not be used as the official address or headquarters of any organization.

Patron responsibilities

- Patrons will comply with federal, state and local laws and policies, including the Prairie du Chien Memorial Library Room Use Policy. The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless the City of Prairie du Chien, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library. Failure to follow this policy may result in the loss of future reservation and use privileges.

Cleaning

- Users of the large meeting rooms are responsible for vacuuming/sweeping the space, and for wiping counters and sinks if used; trash removal is provided.
- Users of study rooms and other spaces are responsible for leaving the space tidy.

If the room requires additional cleaning after use, the responsible person will be charged at the rate established in the Prairie du Chien Memorial Library Room Use Policy; this does not apply to study rooms.

Reserving a room

- Patrons must complete the room reservation application form and agree to the Meeting Room Public Use Agreement.
- There are two meeting rooms available for larger groups; at designated times, other spaces **may** be made available to very small groups (fewer than 10) such as book discussion groups..
- Applicants must be 18 years of age or older to reserve the meeting rooms or rental venues.
- Room fees and/ or AV use fees, if any, should be received seven (7) days prior to the reserved date. Patrons may still use the room and AV equipment if fees are not received by that time. Staff will work with patrons to arrange payment of unpaid fees.
- Rooms may be reserved up to 90 days in advance.
- There will be additional fees for staying open earlier or later past current library hours.

Cancellations

- Patrons should notify the library as soon as possible if it is necessary to cancel a reservation.
- Repeated cancellations may affect the ability to reserve meeting rooms in the future.

Equipment and furniture

- Wi-Fi is available in upstairs rooms; hardwire Wi-fi connection is available in the Safe Room.
- AV equipment may be available.
- Groups may bring their own equipment. Staff are not available to provide AV equipment support.
- Tables and chairs are available; most are folding or stack, and patrons may need to set up the number required.

Food and beverages

Meeting Rooms

- Food and beverages are allowed in meeting rooms. Groups are required to provide all supplies and are responsible for cleaning up.
- No alcoholic beverages.
- No cooking (including microwave ovens, slow cookers or Sterno chafing fuel).

Study Rooms and other spaces

- Only covered beverages are allowed in study rooms and other spaces.

Catering

- Patrons may arrange their own catering or food delivery for meeting rooms.

Signed: _____ Date required: _____

Print Name: _____ Phone: _____

Email: _____

Organization: _____ Fee: Y N Amt: _____

Use (circle one): Class Meeting Presentation Other

Number of attendees expected: _____

Number of hours needed: _____ From _____ (time) to _____ (time)

Meeting recurs? Y N Frequency (Weekly, monthly, every other week, etc.)

Recurring meetings may only be booked for two months in advance

