

Meeting Room Policy

The primary purpose of the Library's meeting rooms is to support the programming needs of the Genoa Public Library District. However, the Library recognizes the value in allowing organizations and groups to utilize the space when not being used for Library events. *In all cases, Library needs take precedent over any other uses of the space.*

Process to reserve a Genoa Public Library District Meeting Room

1. Program Room (located within the Library at 240 W Main St)
 - a. Application is required
 - b. No fee to use the room
 - c. May only be reserved by groups with a maximum of 15 anticipated attendees.
2. Event Room (located at 232 W Main St)
 - a. Application is required
 - b. No fee to use the room
 - c. May only be reserved by groups with a minimum of 5 anticipated attendees (100 max)

Important Items to Note:

1. Groups are responsible for sanitizing tables, chairs, and any equipment used during their event prior to leaving. Cleaning materials will be provided.
2. In addition to this policy, groups and their attendees utilizing either the Program Room or Event Room are subject to all other library policies, including but not limited to, the *Patron Rules of Conduct Policy*, the *Criminal Acts Against Property Policy*, and the *Library Theft Policy*.
3. From time to time additional requirements governing the use of library facilities including meeting spaces may be permanently or temporarily enacted. Applicants for use of meeting spaces will be provided with specifics of these additional requirements as necessary. When possible, this will be at the time of application. Occasionally, notification will take place after approval of the application. In all cases, library policies in place at the time of the use of meeting spaces will be the governing rules.

Use of Library Equipment

1. The library provides (2) tables and (12) chairs in the Program Room and (8) tables and (40) chairs in the Event Room. These may be used at no charge. **Rooms must be returned to original condition at the end of meeting or event.**
2. The library has the following electronic equipment which may be used only after the meeting leader or their designee has been trained by library staff:
 - DVD/VCR
 - Projector and screen
 - HDMI cable connection for laptops
 - Sound mixer

- (2) microphones (Event Room only)
3. Additionally, the Event Room has a small prep area that includes a sink and a small refrigerator that may be used.

The library's meeting rooms may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes information or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services.
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers.
3. Partisan political meetings or rallies.
4. Any illegal activities.

Permission to use the Program Room or the Event Room does not imply endorsement of an outside organization by the Library and groups may not state or imply Library sponsorship when publicizing the event. All meetings must be open to the public.

General Rules and Regulations:

1. Use of the Genoa Public Library District's meeting rooms shall be in accordance with Article VI of the Library Bill of Rights. The Genoa Public Library District complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all users holding public meetings are responsible for complying with the provision of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
2. Use of the meeting rooms is only allowed during regular Library hours.
3. The library is not responsible for the safety of or damage to personal property.
4. Admission may not be charged.
5. Organizations meeting in the Library may not use the library as a mailing address or telephone number. The telephone facilities of the library shall not be available to the persons meeting in the building.
6. Excessive noise or disruption to the functions of the Library are not permitted.
7. The use of hazardous materials or incendiary devices (including candles) is prohibited.
8. Bringing animals, other than service animals necessary for a disability, into a meeting room is prohibited except as authorized by the Library Director.
9. Posted occupancy limits must be observed and enforced by the signee.
10. The serving of food or beverages in either meeting room must be approved by Library staff. Failure to acquire prior approval will constitute revocation of future use of either meeting space.

Reservations:

1. Reservations are accepted on a first come, first served basis with the understanding that Library programs or events will always have first priority to either space.
2. Reservations for the Program Room may be made by individuals 12 years old and up.
3. Reservations for the Event Room must be completed by individuals who are at least 18 years old. There must be at least one individual over the age of 18 present in the Event Room at all times during the event.
4. The signee must be present at the time of the event. Room reservations are non-transferrable. The library has full discretion to approve the room usage.
5. Reservations will not be accepted more than six (6) months in advance.

Equal Opportunity

The meeting rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Genoa Public Library District's meeting rooms will be available to reasonably accommodate all citizens, regardless of age, sex, race, religion, national origin or disability. However, the Library does not guarantee availability to any individual citizen or group.

Liability

The organization or individual agrees to indemnify and hold harmless the Genoa Public Library District from any loss, cost, expense, or damage occasioned by the use of the Program Room or the Event Room.

In addition, each group or organization using the Library's meeting rooms shall be responsible for damage to the room and its contents, including any Library equipment, used (with or without authorization) by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group. The full cost of repairs, up to the full replacement costs of damaged materials and equipment, will be assessed.

Withdrawal of Privileges

Failure to abide by the requirements and regulations set forth in the policy will result in a possible charge and/or revocation of meeting room privileges.

Program Room Application

Name of organization: _____

Name of responsible party: _____

Address of responsible party: _____

Phone number of responsibility party: _____

Date(s) program room requested: _____

Start time: _____

End time: _____

Purpose of use of the Program room:

By signing below, I agree to the Meeting Room Policy and I accept responsibility for the group's use of the Genoa Public Library Program Room. In addition, I understand that from time to time additional requirements governing the use of library facilities including meeting spaces may be permanently or temporarily enacted. Applicants for use of meeting spaces will be provided with specifics of these additional requirements as necessary. When possible, this will be at the time of application. Occasionally, notification will take place after approval of the application. In all cases, library policies in place at the time of the use of meeting spaces will be the governing rules.

Signature

Date

LIBRARY STAFF USE ONLY:

Authorizing staff member

Date Approved

Event Room Application

Group Name: _____ Date: _____

Contact person: _____

Address: _____ Phone: _____

_____ Email: _____

Room Needs and Attendance Information:

Date room requested: _____

Thirty minutes before and after the meeting is allowed for set-up and take-down.

Start time: _____ End time: _____

Estimated # of attendees: _____

Provide a brief description of your event/program: _____

If requesting to serve food and/or beverage (**alcohol is prohibited**), provide a description here (*pending staff approval*): _____

By signing below, I agree to the Meeting Room Policy and I accept responsibility for the group's use of the Genoa Public Library Event Room. In addition, I understand that from time to time additional requirements governing the use of library facilities including meeting spaces may be permanently or temporarily enacted. Applicants for use of meeting spaces will be provided with specifics of these additional requirements as necessary. When possible, this will be at the time of application. Occasionally, notification will take place after approval of the application. In all cases, library policies in place at the time of the use of meeting spaces will be the governing rules.

Signed _____ Date _____

LIBRARY USE ONLY: _____
Director's Signature & Date