



MEETING ROOMS POLICY

I. Room Accommodations

- A. Conference Room: Accommodates up to 12 occupants, depending on arrangement.
- B. Community Meeting Room: Accommodates up to 50 persons, depending on arrangement. A kitchenette is available.
- C. Atrium Meeting Room. Accommodates up to 6 occupants, depending on arrangement.
- D. Please refer to the Library's Study Rooms Policy for information regarding usage of the Study Rooms.

II. General Regulations

- A. Meeting rooms may be reserved for any purpose not expressly prohibited by this policy.
- B. Meeting rooms may not be used for:
 - 1. Monetary solicitation, except for library, Library Foundation, Friends of the Library or City-sponsored fund raising.
 - 2. Programs with the sole purpose of sales or profit.
 - 3. Programs that require a charge for admission.
 - 4. Personal or family purposes.
- C. Groups using the meeting rooms must agree to reasonably accommodate ADA (American with Disabilities Act) requirements and to provide requested accommodations for meetings or programs. The agreement to provide accommodations is to be included in the publicity or notices for each meeting or program.
- D. Meetings will be open to any member of the public.
- E. Library in no way endorses the mission or ideology of outside groups utilizing the meeting rooms.
- F. Users must check in at the Welcome Desk prior to their meeting time and check out after their meeting time.

III. Availability

- A. Reservation of meeting rooms is on a first come, first serve basis.
- B. Except for library and City programs, groups, organizations or entities will not use the rooms for meetings more often than twelve times per year.
- C. Meeting rooms are available for use during regular library hours only.
- D. The meeting rooms must be vacated 15 minutes before the library closes, except for library and city programs.
- E. There will be a period of one half hour between all scheduled meetings.

- F. Meeting Room reservations should include time for set up and tear down. Users must vacate the room at the end of their reserved time.
- G. Upon mutual agreement, the Library director (or designee) and the user may relocate a scheduled meeting to another room or facility if necessary.

IV. Use of Facilities

- A. Users are responsible for their own room setup. No storage facilities are available. Library staff are not responsible for setting up or taking down equipment or furniture used in the meeting rooms.
- B. Food may be served in both the Community Room and the Conference Room. All food must be properly contained so that it does not spill.
- C. Groups may use the library's Community Room kitchenette facilities to prepare light refreshments such as sandwiches, salad, etc., for serving in the Community Meeting Room only. No cooking or food storage facilities are available.
- D. Decorations, wall hangings, and presentation materials may not be fastened to walls, ceilings or fixtures.
- E. Meetings may be publicly noticed on the Library's public bulletin board upon request. A copy of the organization's flyer, press release, or other promotional material must be submitted for such notice. Additional promotional materials, such as stands or lawn signs, must be approved by library staff before placement. Notices may in no way state that the Library is a sponsor or endorser of the event. Notices may only state the Library's Community or Conference Room as the location for scheduled events. Please refer to the Library's Bulletin Board Policy.
- F. The Sun Prairie Public Library's Conduct Policy must be observed at all times.

V. Responsibility for Cleaning and Damage

- A. The user will be responsible for all damage to the building, furniture and equipment and any extra cleaning that is required.
- B. Users will obtain permission to use and must provide an operator for any special equipment used. Library staff is not available to assist with the function of special equipment.
- C. Users will return the room to the standard set up unless otherwise instructed by library staff. Photos of set up is posted in the room. Tables must be left clean and, if necessary, wiped down. Floor must be spot vacuumed. Staff must be notified of the need for trash removal.
- D. The Library is not responsible for any personal equipment or items left in the meeting rooms.

VI. Prohibitions

- A. Alcoholic beverages are not permitted in meeting rooms or on library premises.
- B. Admission charges and sales are prohibited in the meeting rooms. Activities of the Library, Library Foundation, Friends of the Sun Prairie Public Library and the City are exceptions.
- C. Copyrighted audio-visual material may not be shown in Library meeting rooms without prior permission from the copyright holder.

D. Materials that affect the air-quality of the building are not permitted.

VII. Application and Cancellation

A. The Library encourages groups to submit an application at least one week prior to a reservation. Anything less and we cannot guarantee your application will be processed before your meeting.

B. Reservations may be made up to two months in advance.

C. The Library may revoke or refuse a reservation at the discretion of Library administration.

D. Applications that do not clearly fit within the usage policy will be referred to the director. Any departure from the policy may be made only with written authorization of the director.

E. An officer or representative of the scheduling organization at least 18 years of age must submit the application.

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