

Brown County Public Library Meeting Room Policy – adopted 1/2/01, revised 3/11/13, revised 4/20/1515

1. The Brown County Public Library provides free meeting room space for not-for-profit individuals or groups on an equitable basis, regardless of the beliefs or affiliations of those requesting to use the meeting rooms. The Brown County Public Library does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, disability, or any other legally protected characteristic. The Brown County Public Library does not endorse or advocate the viewpoints of groups using the library's meeting rooms.
2. Library meeting space is available to library district organizations and groups engaged in governmental, educational, cultural, intellectual, or charitable activities along with those organizations and groups outside of the library district that are providing a service specific to Brown County residents. No fees may be charged by any group except to cover costs of materials or related expenses associated with the meeting. Smoking and illegal substances are strictly prohibited in library meeting rooms. In addition, alcoholic beverages are strictly prohibited on Library property except in accordance with the provisions of the Alcohol in the Library Policy as follows. Alcohol may be served at special events hosted by the Library or approved not-for-profit groups with prior approval from the Library Board. Alcohol may be served at special events in Library meeting rooms hosted by other entities. All groups are responsible for securing any and all required licenses.
3. Not-for-profit groups wishing to use the library meeting room space for a fundraising event will need to gain board approval prior to the event. Fundraisers may only be once per year per not-for-profit organization with all funds going for a specific purpose.
4. Meeting room space may be requested by groups of any size, not to exceed the posted capacity limits of each room.
5. Library programs have priority over other group meetings. It is possible that an organization's meeting date may have to be rescheduled in case of a conflict. In such a case the organization shall be given one week's notice.
6. Meeting space is not available during hours before the library is officially open or on days when the library is officially closed.
7. Groups holding meetings which run beyond the library's closing time are required to secure the building upon leaving. The group's designee, a participant who is attending the meeting, must see the library staff and sign for the closing and security procedures. Failure to properly secure the building will result in a \$50.00 fee and possible loss of meeting room privileges.
8. Groups may serve light refreshments in the meeting rooms. The kitchen may be used when scheduled in advance. Groups must provide their own supplies, and **must carry out all trash, edible and otherwise**. The library provides trash bags for this purpose.
9. The meeting room is to be set up by the sponsoring organization. The group is expected to return the room to its original condition. A vacuum cleaner may be provided. Failure to clean or causing damage to the room will result in a custodial fee of no less than \$25.00. Prior arrangements may be made and a \$25 fee paid to have the library staff set up the room.

10. Only library staff members may make adjustments to the gas log fireplaces, the movable room dividers or the sound system.
11. Minor children, whether involved in the meeting or accompanying meeting participants, must be under adult supervision at all times.
12. All meetings held in the library or on library grounds must be open to anyone.
13. All groups using the library meeting rooms are responsible for their own accident and liability insurance.
14. The Brown County Public Library reserves the right to cancel scheduled room use when library policy has been violated.
15. The Brown County Public Library will accept donations for the purpose of upkeep of the meeting space.
16. The Brown County Public Library reserves the right to waive the rules at the discretion of the Board of Trustees.