

## Brown County Public Library Meeting Room Policy & Request Form

The Brown County Public Library provides free access to meeting rooms though donations are accepted. The Library grants requests on an equitable basis and does not discriminate. Meeting rooms are available to not-for-profit groups and for organizational and individual use, as availability allows. No private parties. Library programs will have priority. All Library policies are to be adhered to, in addition to the following:

- All meetings must be open for anyone to attend.
- No fees can be collected except to cover the cost of materials associated with the meeting. Fundraising event requests need prior approval by the Library Board of Trustees.
- Participant names cannot be collected for profit.
- Absolutely no selling or soliciting permitted.
- Furniture may be moved but should be returned to the original layout. Only staff may close the partitions and make adjustments to the gas fireplace.
- Outside doors may not be propped open.
- Rooms must be reserved by an adult.
- If your program exceeds the library's open hours then you are required to turn off the lights, leave the restroom key on the library stairs, and ensure outside doors close.
- Exceptions to these rules are at the discretion of the Library Board of Trustees.

Meetings may be scheduled during open library hours, Mon-Thurs 10-7 and Fri and Sat 10-4. Meetings may exceed beyond open hours until 9pm Mon- Thurs. Meeting rooms may be requested 2 months beyond the current month.

*If you are advertising your event, please specify that it is not a library sponsored program.*

**Name of Organization** \_\_\_\_\_

**Contact** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Requested Date** \_\_\_\_\_ **Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Purpose of Meeting** \_\_\_\_\_ **Expected Attendance** \_\_\_\_\_

**Equipment Request**    TV/DVD    Projector/Screen    Podium

I have read the policy and agree to abide by the rules as stated.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Organization Name \_\_\_\_\_

Staff Initials \_\_\_\_\_