

Public Room Use Policy

The Community Library has rooms available to the public. These rooms are primarily for the use of the Library in conducting programs and meetings for staff. When these rooms are not in use by the Library, they are available without charge to groups and organizations for use during normal Library hours for lawful, noncommercial purposes.

I. General Booking Rules

- A. Library facilities are open to groups and individuals engaged in educational, cultural, intellectual or charitable activities within the community.
- B. All programs must be open to the public; therefore, rooms may not be used for social functions such as receptions, birthday parties or showers.
- C. Reservations are not limited to residents of Kenosha County.
- D. Library facilities and spaces may be used for non-commercial purposes only. The public may not use the meeting rooms for sale, advertising, or promotion of products or services by commercial or for-profit groups and businesses.
- E. No admission fees, dues, donations or collections may be charged or solicited. Nonprofit or governmental organizations are permitted to distribute educational materials and to collect a modest fee to recover the cost of production and printing of that material. Collecting a fee for these materials for profit is prohibited.
- F. Fundraising events to benefit the Community Library, sponsored by either the Community Library or the Friends of the Community Library are specifically permitted under this policy. Fundraising activities by any other groups or organizations which is not for the benefit of the Library are prohibited.
- G. Reservations will be taken up to six weeks in advance.
- H. Reservations are limited to two meetings per month, per branch, per organization or individual. Walk-in use without a reservation is on a first-come, first-serve basis and is unlimited.
- I. Users must notify the Library of their setup needs of the room at least 24 hours in advance. If such notice is not given, users will be responsible for setting up chairs and tables as needed.
- J. Groups composed of patron under age 18 must have adult chaperones and supervision must be provided for young children.
- K. The use of the name, address, or telephone number of the Community Library as the address or headquarters for any group using the Library for activities is prohibited.
- L. Promotional material for groups or events may not use the Library as a contact or suggest Library sponsorship unless the Library agrees in writing to co-sponsor the event or meeting. The Library may be listed as the location of an event only.
- M. A representative for the group using the room must check in at the front desk at the time of the reservation and must check out prior to vacating.
- N. Users should give as much notice as possible when cancelling a reservation. Failure to inform library staff of a cancellation may result in loss of room use privileges.

II. Rules of Conduct

- A. Library rooms must be left in a clean, sanitary and orderly condition. Users accept financial responsibility for any damage caused to library property or equipment.
- B. Flame or smoke producing materials are not allowed.
- C. Light snacks and non-alcoholic beverages may be served.
- D. Displays may not be affixed directly to the walls without permission.
- E. The Library is not responsible for materials or equipment belonging to users of library rooms. No storage of materials or supplies is allowed.
- F. Programs may not disrupt the use of the Library by others. Persons attending the activity are subject to all library rules and regulation.
- G. Users must comply with copyright laws. This includes obtaining any necessary performance licenses for DVD/video showings and exempting the Library for any failures to do so.
- H. Groups that have violated the *Public Room Use Policy* will be denied future use of library rooms.

The maximum capacity for the Public Use Rooms at Salem is as follows: Meeting Room –75 people, Conference Room – 10 people, Study Rooms – 2 people each. The maximum capacity for the Meeting Room at Twin Lakes is 60 people.

At the discretion of the Library Director, exceptions to the above may be made for Library-sponsored events and programs presented by groups affiliated with the Library.

The Library Director shall set a uniform limit on the number of uses by a group or organization within a year based on high demand of the rooms.

The Library Director is responsible for developing forms, procedures, rules, safety regulations and guidelines for use of Library rooms and enforcing this policy.

The use of Library public rooms is a privilege and not a right and is subject to the Library Director's sole and exclusive discretion. Accordingly, the Library Director reserves the right to deny the use of any meeting room to any organization.