

MEETING ROOM POLICY

The library welcomes the use of its meeting rooms for civic, cultural, educational, and public information meetings of organizations serving the Beloit community. If available, rooms may be reserved for social gatherings such as bridal showers, baby showers, or birthday parties. Social gatherings are billed at the Level 4 rate.

As a general principle, the Board adopts Article 6 of the Library Bill of Rights which states: "Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Any opinions expressed by groups using the Meeting Rooms are strictly those of the group or individual involved. The library neither endorses nor contests the content of any meeting held within its spaces.

FACILITIES AVAILABLE

Wi-Fi is available throughout the building, including in all meeting spaces.

Several rooms are available with assorted occupancy limits, setup options, and audio/video equipment. All details are available through our online reservation system at <https://beloit.librarycalendar.com/reserve-room>.

Beloit Public Library offers catering services through its on-site restaurant, Blender Café. The catering menu may be found on our website at www.beloitlibrary.org/about-us/blender-cafe or on the café's Facebook page at www.facebook.com/blendercafebeloit. Orders must be placed at least one week prior to the event date. A credit card is required for reservation; but we accept cash, credit, and business checks for payment. Final counts are due 48 hours before the event. Cancellations that occur within 48 hours of the time the event was scheduled will be billed the full amount.

TYPES OF MEETINGS AND FEES

Public meeting rooms are not available to commercial enterprises for the purpose of promoting or causing the sale of property or services for monetary gain. Unless otherwise noted, **all meetings must be open to the public and the press.**

Priority levels for the meeting rooms are as follows:

- Level 1.** Meetings or events that are library-sponsored.
Meetings or events that are sponsored by library-affiliated organizations/partners or that are co-sponsored by the library.
Meetings or events for City of Beloit Departments.
Meetings or events for any of the organizations listed above are offered free of charge.
- Level 2.** Meetings or events that are hosted by educational, cultural, intellectual, charitable, or non-profit public organizations serving the Beloit community and that are open to the public are offered the room at no charge. Geographical priority is given to 1)Beloit, 2)Rock County, 3)Wisconsin, 4)Stateline, and 5)Illinois. Meetings or events for these types of organizations that are closed to the public will be charged at \$25 per hour including set-up and clean-up time, payable in advance.

Level 3. Meetings or events that are hosted by for-profit groups or other groups that do not meet the criteria of Levels 1 or 2 will be charged \$50 per hour, including set-up and clean-up time, payable in advance.

Level 4. Reservations for social events will be charged at \$75 per event, payable in advance. These reservations will be closed/private and are not open to the public.

1. **Tablecloth Rental** — Tablecloths are available for rent for banquet-style setups only. The cost will be the current rate for professional laundering of the tablecloths.
2. **Room Confirmation** — Room reservations will not be confirmed until the application is completed and applicable fees are paid in full.
3. **Clean-Up Fee** — A \$25 clean-up fee will be assessed if a room is not left in acceptable condition .
4. **Cancellation Fee** — A minimum 48-hour (Monday through Friday) notice of cancellation must be given for all meeting room reservations to receive a full refund of fees. If notice is less than 48 hours prior to the reserved meeting, half of the fees will be forfeited. Groups may not transfer their use of the rooms to another date, nor to another group or organization. If the library is not notified of a cancellation and the group does not use the room, future reservations may be declined.
5. **Equipment Fees** — A minimum \$25/hour fee may be assessed if staff assistance is necessary for the operation of library equipment. All needed equipment must be requested in advance during the application process. Availability of staff and/or equipment is not guaranteed.
6. **Additional Charges** — Organizations will be billed following the meeting for any additional charges or damages incurred during use of the facilities.

RESERVATIONS

Application for use of the meeting rooms must be made online via the library's website www.beloitlibrary.org. No reservation will be confirmed until approved by library administration and all of the applicable fees are paid.

Meeting rooms are available during the library's regular hours as follows:

Monday through Thursday – 9:30a.m. to 8:30p.m.

Friday and Saturday – 9:30a.m. to 5:00p.m.

Upon request, early-morning meetings may be available beginning at 7:30 a.m. Monday through Friday.

The person requesting the meeting space must be at least 18 years of age and willing to assume responsibility for the group as well as any fees or damages.

Meeting rooms should be requested as far in advance as possible but no more than 4 months in advance. No organization may reserve a meeting room more than once in any given week or twice in any given month, upon availability.

Library-sponsored programs receive first priority, after which other requests will be considered in the order in which they are received. The library director or his/her designee reserves the right to cancel or

relocate any scheduled meeting if circumstances warrant. In the event that the library cancels a reservation, fees will be returned to the organization.

Changes in room arrangement, equipment, or supplies will not be allowed at the time of the meeting. Changes must be requested at least 48 hours in advance (Monday through Friday).

MEETING ROOM RULES & REGULATIONS

- No admission fees may be charged or donations collected for programs or events held at Beloit Public Library. Membership and activity fees may be collected for non-commercial organizations. Meetings of commercial organizations must be educational in purpose; direct solicitation of goods or services is prohibited.
- The library assumes no copyright liability and is under no obligation to provide licenses for media used for meeting purposes. It is the responsibility of the organization using the room to obtain a license for all materials used during the meeting.
- Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations.
- Unless otherwise noted, any member of the public who wishes to attend a meeting in one of the library's public meeting rooms must be allowed to do so. (See "Fees, #2 – Private Room Rentals.)
- The library does not advertise meetings of outside groups nor is signage of any kind allowed on library property. All meetings and their locations are listed on our today's event sign in the library lobby.
- The library does not provide carry-in service for bringing supplies to the meeting rooms; groups must provide their own help for this purpose.
- The library does not provide storage space for property of organizations that meet in the library building.
- Organizations meeting in the library may not use the library as the mailing address or, even on a temporary basis, direct calls related to their meeting to the library's telephone.
- Light refreshments, potlucks, or catered meals may be served in the meeting rooms. Refreshments in the classrooms may be prohibited if library technology is used.
- Any use of the meeting rooms that disrupts the normal operations of the library will not be permitted. The library expects organizations to be considerate of library customers and activities. The library reserves the right to stop meetings that are disruptive to normal library operations.
- Smoking and vaping are not permitted anywhere in the library, including within 30' of the front entrance to the building, per City of Beloit Municipal Code 16.08.
- Alcoholic beverages may not be served or consumed except as allowed by City of Beloit Municipal Code 15.06.
- Groups whose members are under the age of eighteen (18) must be accompanied by one adult chaperon for each fifteen (15) underage participants.

- Only library staff are permitted to move room dividers.
- Waste is to be thrown in the provided containers.
- It is not permissible to borrow or move furnishings from other parts of the library.
- Hazardous materials including, but not limited to, candles, paints, solvents, and explosives are prohibited.
- Groups using the facilities must comply with the Americans for Disabilities Act and, upon 48 hours' notice, are responsible for providing qualified interpreters and/or auxiliary aids as requested.

DAMAGES AND LIABILITY The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group, or organization using its meeting rooms. Any individual, group, or organization using a meeting room shall be held responsible for willful or accidental damage to the library building, grounds, collections, or equipment caused by the group or organization, its members, or those attending the program.

FINAL AUTHORITY FOR MEETING ROOM USE

The Library Director and Library Board are the final authorities in determining use of the meeting rooms. Failure to abide by the library's meeting room policy and rules of conduct may result in the cancellation of a reservation and/or the refusal of future reservations.