

	E. D. Locke Public Library	
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Introduction

E.D. Locke Public Library provides space for meetings in its community meeting room. The purpose for providing space for community meetings is to further the library’s role in the community as the information resource center and as a recreational resource outlet accessible to all residents. In carrying out this role, meeting rooms are for use primarily by the library and by organizations affiliated with the Library, and Friends of the McFarland Library. However, the meeting room is also a community asset, and the Library Board wishes to encourage its use by area groups when not in use for Library functions.

Description of Room

The community meeting room can accommodate up to 50 seats theater-style or 35 seats conference-style. Maximum room capacity is 134.

Along with 15 tables and 50 chairs, the library also has a display and podium for the public to use.

Some Audio Visual Equipment is available for community groups. Upon request, the Library can provide instruction of its use. **Please make an appointment to ensure that staff are available to conduct training and answer questions.** However, the Library is unable to provide personnel to operate this equipment during community group meetings.

For individuals with hearing difficulties, a personal sound amplification system is available.

A kitchenette is available off the meeting room, with a small refrigerator, microwave and sink.

General Regulations

- Tobacco products, incendiary items, weapons, and illegal substances are not permitted on Library premises.
- alcoholic beverages are not permitted except for Library or Library sponsored events
- Use of candles, open flames, flammable materials or other hazardous materials is strictly forbidden.
- The meeting room may not be used for activities prohibited under local, state, and/or federal laws and regulations including, but not limited to the Americans with Disabilities Act (ADA) and anti-discrimination.

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- Meeting rooms are not available for the following purposes:
 - The meeting room may not be used for programs involving sale, advertising or promotion of commercial products and services, unless they are library-sponsored and approved by the Library Director or a designated staff member.
 - The meeting room may not be used for personal or family purposes such as showers, birthday parties, dances, rehearsals or performances and the like.
 - No programs are permitted which would interfere with the library’s operation by causing excessive noise, a safety hazard, security risk, etc.

- The Library retains the right to monitor all meetings, programs, and events conducted on premises to ensure Library policies are followed. Library staff will have free access to meeting rooms at all times.
- The library does not provide storage space for groups or individuals using the meeting rooms.
- Library staff will not relay messages to people attending meetings, except in emergencies.
- No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the library or on its premises without approval of the Library Director or a designated staff member.

- No soliciting or canvassing of library patrons is permitted.

- All programs for groups comprised primarily of people under age 18 require the presence of a responsible adult at all times. Parents of children under age 7 must remain in the library building for the duration of the meeting and retrieve their child immediately at the end of the meeting. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting. Children left anywhere in the library unsupervised by a responsible adult shall be subject to the provisions of the library’s Unattended Children Policy.

- ***Meetings must end on time so the room may be prepared for other meetings.***

- Groups must adhere to all library regular rules, regulations, and policies.

- Publicity generated by a group or organization for a meeting or event in a Library meeting room may recite the Library name, address, and appropriate room designation only.

- The library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.

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Reservations for Rooms

The Library reserves the right to close access to these rooms as necessary.

Priority for meeting room use will be given as follows:

1. Library-sponsored programs,
2. Library Board,
3. Friends of the McFarland Library,
4. Other Village of McFarland governmental units.
5. Community and other not-for profit groups presenting programs or meetings of an informational, educational, cultural, or civic nature.

An application can be obtained and submitted online by going to <https://www.mcfarlandlibrary.org/services> or a paper copy can be obtained and submitted at the circulation desk.

The reservation must allow for setup and clean up time. Setup prior to reserved times is prohibited. Reserving a room the day prior for setup is also prohibited without prior permission from the Library Director or their designee.

Applications must be turned in no later than 4:00 pm the Friday before the week in which a reservation is requested (Monday-Sunday), to avoid confusion and facilitate smooth scheduling. Reservations are not confirmed until staff has approved the application.

Applications are accepted up to three months in advance. Groups will be limited to two reservations per month.

Cancellations

24-hour notice of meeting cancellation is required by phone or in-person. Because the meeting room is a community resource, repeated failure to give advance notice will result in denial of future requests.

In the event of a cancellation, the group's leader is responsible for notifying group members.

The library reserves the right to cancel a reservation by the general public with 2 weeks' notice whenever the room is needed for library purposes.

In the event that the library is unexpectedly closed, meetings scheduled during that time will be cancelled. Every effort will be made to contact the group holding the reservation.

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Hours Available

The meeting room may be available from 8:30 a.m. – 10:00 p.m. Monday-Friday, 9:10 a.m. – 10:00 p.m. Saturday, and 11:45 a.m. – 10:00 p.m. Sundays. Meetings that extend after library open hours must begin during library open hours. Arrangements with library staff must be made if groups would like to access the room before open hours.

Library staff are available only during open hours for limited trouble shooting assistance. Groups are encouraged to make an appointment in advance of their meeting to ensure any electronic equipment being used is tested and in working order.

Library open hours are as follows: Monday-Thursday 9:00 a.m. – 8:00 p.m., Friday-Saturday 9:00 a.m. – 5:30 p.m., and Sunday 12:00 – 4:00 p.m. The meeting room is not available on days that the library is closed.

At the discretion of the Library Director or designated staff, certain time slots may not be made available if there is expected heavy use of the library and its parking lot.

Fees and Admission Charges

No fees will be charged by the library for use of meeting room by non-profit, volunteer, and community groups; however, voluntary donations are appreciated to defray costs of maintaining the room.

Groups using the meeting room may not charge admission or solicit donations. Possible exceptions may be made for a program or educational course requiring a registration fee or tuition. Exceptions may also be made for library-sponsored author, musician or artist visits, where the program provider may offer materials for sale.

Use of Facilities

Parking: The first priority for use of parking lot spaces is for individuals using the main library. Persons using the meeting room should park their vehicles outside the library parking lot, unless mobility concerns prevent them from doing so.

Meetings must be open to any member of the public. Library staff may attend or observe any program or meeting at any time.

Meeting room users are responsible for their own setup and for putting the room back in order at the end of the meeting.

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Meeting rooms should be left neat and clean. A vacuum is available for cleaning. Tables should be wiped down (especially if food and crafts are involved). Failure to leave the meeting room in a clean, usable state can be cause for denial of future meeting room requests.

Light refreshments may be served, but cooking is prohibited. Dishes and utensils, as well as consumable products, must be provided by the group. Groups are expected to leave the kitchen area clean and orderly. The meeting room is handicapped accessible. Rest rooms are located next to the meeting room in the lobby.

Groups will be charged for damage to the room or equipment beyond normal wear and tear. If the room is damaged beyond normal wear and tear or if library equipment is missing after a group has used the room, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishing or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture etc...

Materials may not be affixed to the walls or ceiling without prior approval of the Library Director.

Fire and emergency exits shall not be blocked by furniture or other equipment.

The meeting room is handicapped accessible. Rest rooms are located next to the meeting room in the lobby.

Use of Equipment

The library does not provide personnel to operate AV equipment.

Disclaimers

The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Library Board. In any public announcement, the meeting room user may not use the library's name in such a way that it may be inferred that the library is the host or sponsor of the scheduled meeting.