

Rules and Policies for the Lower Level Rooms of the Rusk County Community Library

Purpose and Intent

Rusk County Community Library provides two rooms that can each accommodate up to 99 people which can be used for meeting spaces by those in the community. The Library subscribes to the principles set forth in the American Library Bill of Rights: "Libraries which make exhibit spaces 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." Use of the Lower Level rooms does not constitute the Library's endorsement of the activities, purposes, or viewpoints expressed by the groups/individuals involved.

Access

Meeting rooms can be accessed through the lower level entrance, during or outside of normal Library hours. A four-digit code will be given to the party responsible for making the reservation. This code will be erased after the event. A Meeting Room agreement must be signed plus room rental fees and a security deposit must be secured in order to be able to secure a reservation.

Cost

Rooms can be rented for \$25 for up to 6 hours per room with a \$50 refundable security deposit. \$50 for more than 6 hours per room with a \$50 refundable security deposit. Fees are charged to cover operating and maintenance costs but will also address the costs associated with long-term maintenance. The Rusk County Community Library shall have preference for all room use and will incur no charge for library programs conducted in conjunction with the Library, which will also include activities conducted by Friends of the Library or the Library Foundation. The Library shall make all possible efforts to identify times, dates, and room locations with at least one month's notice. After Library programs are scheduled, preference will then be given to City and County functions before the public-at-large. Official City and County meetings and/or their departments will not be charged for departmental meetings.

Reservations

Meeting room requests can be made at the circulation desk. Except as noted above, one or more room(s) may be booked through staff at the Rusk County Community Library on a first-come, first-served basis as recorded on an official use calendar.

- 1.) Groups making room reservations that fail to show up for two or more times without giving the Library advance notice will have meeting room privileges revoked for six months.
- 2.) Reservations must be made a minimum of 24 hours prior to the event, based on availability.
- 3.) Rooms are available for rent between the hours of 6am-10pm.
- 4.) Cancellations must be made no later than 24 hours prior to the event for a refund to be administered.
- 5.) The applicant must agree to abide by this policy, as well as any other applicable laws, regulations and policies. Meetings are subject to ADA and occupancy restrictions.
- 6.) RCCL reserves the right to approve other arrangements, such as standing monthly meetings on recurring days and times.
- 7.) Organizations that are making reservations from long-distance may do so by submitting room rental fee **and** meeting room agreement beforehand with RCCL staff approval. Failure to do so will result in cancellation of the reservation. Damage to rooms will be billed to the organization after the event and do not require advance deposit.

- 8.) Failure to abide by RCCL's Meeting Room policy and rules of conduct will result in the cancellation of all reservations and will result in the loss of the security deposit.
- 9.) Deposits that have been unclaimed in the 30 days following a reservation will be considered a donation to the Library.

Rules of Use for Rooms

- 1.) Each group is responsible for arranging the meeting room for their use and returning it to its original configuration.
- 2.) Rooms must only be setup within the time reserved.
- 3.) Users must furnish their own products for their activities, i.e. paper plates, napkins, etc. Use of recyclables is strongly encouraged.
- 4.) All users must sweep floors of debris and wipe up spills on floors, counters, and tables.
- 5.) Trash must be bagged up and removed at the conclusion of use of rooms and trash bag replaced, if Library supplied replacements are available.
- 6.) Food must not be left in the refrigerator or in the cabinets of the kitchenette.
- 7.) Alcohol, smoking, vaping, and the use of illegal substances are prohibited on the premises.
- 8.) Windows should be closed, lights turned off, and subsequent doors closed.
- 9.) Equipment that has been used (with RCCL prior approval) must be returned to its original place.
- 10.) Personal property shall not be stored on Library premises. Rusk County Community Library is not responsible for personal items used or left on the premises or property.
- 11.) Any and all damage to the room and/or equipment will result in the cancellation of current and the refusal of future reservations. The security deposit will be kept if library staff must clean up after the group. If actual costs for cleaning and/or repair is more than \$50 the total amount will be billed to the contact named on the Meeting Room Agreement.

Ineligible Uses

The Meeting Rooms may not be used for the following purposes without express written consent.

- 1.) Unlawful purposes or acts such as hate groups or groups advocating the use of violence against others.
- 2.) Excessive noise.

Additional Information

- Library staff will not be responsible for setting up tables and chairs for room use that is not for a Library program.
- Library staff does not relay calls or messages to persons attending functions in meeting rooms.
- Library staff are not available for technical support.
- Library staff are not responsible for attaining items that might be needed for persons renting meeting rooms.

All users must sign a Meeting Room Agreement at the time of booking for a room reservation. By signing this agreement, the user accepts all of the responsibilities as specified above.

Approved on June 9, 2024