

STOUGHTON PUBLIC LIBRARY CARNEGIE ROOM USE POLICY

Revised by Library Board 10-16-19



I. Purpose

The Library Board and staff encourage the use of Library meeting rooms by and for the benefit of the community including educational, cultural, intellectual, or charitable activities.

II. Definitions

The Carnegie Room is a meeting room with the capacity for 50 people. The following equipment is available for use: LCD projector with cords for use with PC only (no MAC adaptability), screen, lectern, white board with dry erase markers, ten tables, and chairs.

III. Guidelines

A. Scheduling the Carnegie Room

1. The Library will be given first priority for the room's use and there are no restrictions for Library use. Individuals, organizations, and businesses may reserve the room on a first-come, first-served basis. Non-library users may use the room per this policy when space is available. However, if in case of extreme need by the Library and after exhausting all other possible options, non-Library users may be asked to relinquish their use of the room.
2. Use of the Carnegie Room by Organizations, Groups, and Individuals
 - a. There will be limit of one Carnegie Meeting Room advance reservation per calendar month. However, library staff may allow K-12 education groups (public, private, and home school) to book the Carnegie room up to once per week for educational use. Additional "drop in" meetings may be held more often if scheduling allows.
 - b. Use of the Carnegie Room is scheduled at the second floor Adult Services Desk and may be scheduled up to 6 weeks in advance.
 - c. Requests for equipment use should be submitted at least 7 days in advance but no more than 6 weeks in advance.
 - d. Library staff reserve the right to enter Carnegie Room at any time.
 - e. Any misrepresentation upon reserving the room shall void its use.
 - f. At least one of the persons using the Carnegie Room must be age 16 or older.

B. Use of Facilities

1. The Library Board specifically excludes the following uses of its meeting rooms:
 - a. Private social functions, such as showers, birthday parties, and dances.
 - b. Fundraising events (fundraising planning meetings are welcome).
 - c. Any events that would interfere with the normal operation of the library; e.g. events that cause excessive noise, safety hazards, or security risks.

- d. Soliciting (selling); soliciting for business by talking to Library patrons, by handing out flyers, or by displaying signs; asking Library patrons or staff for money, surveying and canvassing, except in conjunction with Library Board approved projects. Vendors may meet with authorized library personnel only. At the discretion of the Library Director, authors reserving the Carnegie Room for a book talk may sell copies of their book during the event.
 - e. The Library reserves the right to refuse the use of the room based upon the above criteria. Any questions about room use shall be referred to the Library Director.
2. The Carnegie Room is only available for use during Library open hours. Exceptions may be made for meetings of City of Stoughton governmental units.
 3. Groups must vacate the room fifteen minutes prior to closing time and will be informed to do so by staff at that time. Groups must also vacate the room in time for any subsequent meeting. Groups that fail to vacate the room when directed will be denied future use of the room for a period of 3 months.
 4. Users must check in at the Front Desk on the main floor prior to using the room.
 5. Refreshments provided by the users may be served in the Carnegie Room. Any food, serving and eating supplies must be provided by the users, cleaned up and removed from the room at the end of the meeting.
 6. If cleaning because of food, beverages, or any activity (such as a crafts) is needed after an event, a vacuum is available for use. The Library reserves the right to charge room users a fee for the custodial services if additional cleanup is needed.
 7. Users must provide adequate supervisors, chaperones, and crowd control personnel to satisfy the library administration and staff that the event will be controlled. The guidelines outlined in the Library's Behavior Policy also apply to those using the Carnegie Room. Please see that policy for more information.
 8. Decorations, wall hangings, or any other items may not be taped, stapled, glued, or in any way fastened or adhered to any walls, windows, ceilings, or fixtures without prior permission and direction from the Library Director or staff.
 9. There is no charge for use of the Carnegie Room. However, your tax deductible donation to the Stoughton Public Library would be greatly appreciated.
 10. The Library keeps track of the number of people using the Carnegie Room and will ask how many people participated in your meeting or event.
- C. Use of Equipment
1. Requests for equipment must be made when the room is reserved. A person 16 or older must be responsible for equipment reservation and use.

2. It is the responsibility of the person reserving the room to visit the Library in advance to make sure they know how to operate any Library equipment, and to make sure any personal equipment is compatible with Library equipment.
3. Library staff will not set up tables and chairs, but may with at least 24 hours' notice assist with setup of audio-visual connections.
4. The library is not responsible for any items left in the meeting room. Items left for 30 days may be disposed of in a manner deemed appropriate by the Library Director/staff.

IV. Review and Appeal

Any group or individual who is refused permission to use Library meeting room(s), or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

V. Disclaimers

- A. The fact that a group is permitted use of Library rooms does not in any way constitute endorsement of the group's policies or beliefs by the Library, City, Library Board, or staff.
- B. All organizations/individuals using the Stoughton Public Library meeting rooms will maintain compliance with Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.
- C. The Director and Library Board reserve the right to refuse use of the room as deemed necessary according to this policy.
- D. This policy may be subject to change based on need or circumstances as approved by the library board at any regularly scheduled meeting.

This Policy began as a policy for all meeting rooms at the Library. In June, 2013 it was separated into two policies: one for the Carnegie Room and one for the second floor meeting rooms.

Approved by Library Board June 19, 2013 as a separate policy.

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