

Brainerd Public Library Meeting Room Policy

PURPOSE

Meeting Rooms are designed to meet general informational, educational, cultural and community needs, including activities such as discussion groups, panels, lectures, conferences, seminars, displays, story times, puppet shows and films. Any gathering must not interfere with the Library's primary function.

POLICY

Meeting Rooms are available for public gatherings of a community, cultural, or educational nature. Examples of events that are NOT allowed in Library meeting rooms include - but are not limited to - wedding receptions, birthday parties, money-raising functions and commercial endeavors. The fact that a group is permitted to use a meeting room does not constitute endorsement by the Library of the group's policies or beliefs and cannot be marketed as such. Library sponsored or co-sponsored programs will always be given first priority in scheduling. The following policies do not apply to Library events or Library-sponsored events.

AUTHORITY/RESPONSIBILITY

Requests for use of Meeting Rooms may be made in person, by telephone or in writing. Requests will be honored on first-come, first-served basis. All applicants are required to sign a Meeting Room User Agreement form prior to use of the Meeting Rooms.

1. Eligibility:

- a. The use of the Meeting Rooms shall be open to all groups and citizens on an equal and equitable basis. The Library does not advocate or endorse the viewpoints of meetings or Meeting Room users.
- b. Non-profit (501C-3) groups may use Meeting Rooms without payment of fees. They must allow the general public access to their meetings and may only charge fees for the tuition or materials for educational events that are approved by Library staff.
- c. Governmental agencies or officials may use Meeting Rooms without fees and may close the meeting to the public as the law may permit.
- d. For-profit enterprises may use Meeting Rooms with payment of fees for education and training, but may not sell or dispense their product, distribute advertising, or schedule appointments for follow-up sales. "Solicitation" is any act or attempt to advertise, market or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. This includes the collection of "free-will" offerings.

2. **Hours:** Meeting Rooms are only available during the regular Library hours. Groups must leave the rooms 15 minutes before the Library closes.

3. **Fees:** Payment of cash or check must be paid before use of the room.
Checks are payable to Brainerd Public Library.
Include setup and cleanup time in your reservation request.

For-profit groups must pay a service fee of:

Large Meeting Room is \$50 for up to four hours and \$10 for each additional hour

Small Meeting Room is \$20 for up to four hours and \$5 for each additional hour

Study Room is \$10 for up to four hours and \$5 for each additional hour

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4. **Scheduling:** Meetings may be scheduled for the current month and 2 months in advance through the Library reference desk. Date and time are available on a first come, first served basis. No group has an automatic right to a certain date on a recurring basis. Notice of cancellation should be made as soon as possible. After 15 minutes, a group may forfeit its reservation if it fails to appear as scheduled.
5. **Physical Arrangement:** Library staff shall not be responsible for the physical arrangement of the Meeting Room or arrangements for refreshments. Tables and chairs are provided in the facility. The Meeting Rooms must be returned to their original condition and arrangement. Charges will be assessed for cleaning required, or damage incurred, during the use of the Meeting Room. Failure to pay such charges will result in denial of Meeting Room use in the future.
6. **Parking:** The Library prefers that all users of the Meeting Rooms park at the south end of the Library parking lot, nearest to the high school.
7. **Responsibility:** The Library and its staff and representatives are not responsible for any loss or damage suffered by Meeting Room users or their guests. Groups holding meetings in Library facilities assume responsibility for any damage to the room, contents, or equipment. The individual signing the Application for Use of Meeting Room will be designated the person responsible for the condition of the room. Permission to use Meeting Rooms may be withheld from groups failing to comply with Meeting Room policy and from any group that damages the room, carpet, equipment, furniture, or causes a disturbance.
8. **Refreshments:** Groups who use the large Meeting Room may serve food and drink. Groups who use the small Library room may serve light refreshments and beverages. Smoking and serving of intoxicating beverages in public Meeting Rooms is prohibited. Gambling activities of any type may not take place in Library Meeting Rooms. No lighted candles of any kind are allowed on Library premises.
9. **Indemnification:** The Library shall not be identified as Meeting Room user's address or office. The Library will not receive mail on behalf of the user or keep any materials, equipment or personal property of the user. The Library's telephone number will not be used or listed as the user's telephone number. The fact that a group is permitted to meet in the public Library does not constitute an endorsement by the Library of the group's beliefs, policies or programs. Any printed publicity should include, "This program is not sponsored by the Brainerd Public Library."
10. **Revocation for Use:** Library management reserves the right to revoke permission to use Meeting Rooms if users violate any part of these regulations. The Library reserves the right to preempt use of Meeting Rooms without notice.
11. **A/V Use:** Groups wishing to use the Library's Audio/Video cart may ask for more information at the reference desk.
12. **Occupancy:**
Large Meeting Room- is set up for 18 people, seats approximately 60 people auditorium style, is equipped with a small kitchen and its maximum occupancy is 80.
Small Meeting Room- has a large conference table and can hold a maximum of 10 -12.
Study Room- has a table against the wall and holds a maximum of 3.