

General Room Use Policy

By reserving or using a Library meeting room, participants are responsible for upholding all local ordinances, state and federal laws, as well as all Dodgeville Public Library policies. Exceptions to the following policy may be made at the discretion of the Library Director or designee. Appeals may be made to the Library Board. Failure to abide by this policy may result in suspension of meeting room privileges.

Making a Reservation

- Individuals and groups may have up to 3 active reservations at a time.
- Reservations may be made 3 months in advance.
- Reservations are approved on a first-come, first-served basis. Library programs have priority on room use.
- Repeated late arrivals, cancellations, and/or no-shows may result in suspension of meeting room privileges.
- The library reserves the right to cancel any reservation due to unforeseen circumstances.
- Person making the reservation is financially responsible for any loss or damage to Library property and will be assessed the cost of any necessary repairs or extensive cleanup.

Conditions of Use

- Clean-up and resetting the room is the responsibility of the organization and persons using the room.
- The Library does not provide supplies for refreshments.
- Alcohol may not be served.
- Participants may not attach items to the walls.
- Use of candles or other flammable material is prohibited.
- The Library does not provide storage space and cannot hold items for meeting attendees. Items should not be left unattended in the Library meeting rooms.
- Individual or designated group members are responsible for checking in with library staff before and after using the room.
- Rooms that have been vacated for more than 30 minutes without notifying staff will be considered available for use, and the remainder of the reservation may be cancelled.
- All rooms must be returned to original condition - including furniture, clean counters/tables, and trash in receptacles.

Disclaimer

- Groups or individuals using a meeting room shall not use the Library logo or Library branding in any publicity, or publicize their event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the library, unless permission to do so has been given in advance by the Library Director or designee.
- Any advertising by group or individuals for events held in the library meeting rooms must include the following disclaimer, "This program is not a library sponsored event"

- Use of the meeting rooms does not constitute an endorsement of the views of the user of the room by the Library.
- Use of the Library meeting rooms may not interfere with the use of the Library by other patrons, the work of the library staff, or any other aspect of normal library operation. Meeting activities must be confined to the reserved meeting rooms.
- The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure compliance with Library regulations. Library staff will have free access to the Community Room, kitchenette, and storage room at all times.
- Events held in the library meeting rooms must be free of charge and open to the public, unless an hourly fee is paid.
- The Library reserves the right to cancel or shorten reservations in the event of severe weather or other emergency. The Library will attempt to contact the reservation holder.
- It is understood that the City of Dodgeville and the Dodgeville Public Library assume no responsibility whatever for any property placed in the Library.
 - The City of Dodgeville and the Dodgeville Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit or display.
 - Persons or groups using the Library's rooms agrees to reimburse the Library for any and all costs of repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization or individual refuses to pay for the damage, the matter will be referred to the Village Attorney for legal action.
 - Groups using the Meeting Room and/or Kitchenette must publish the following disclaimer text in all marketing materials: "This program is not a library sponsored event."
 - Use of the name, address or telephone number of the Dodgeville Public Library as the address or headquarters for any group or organization using the Library for meetings is prohibited.

Fees

- Non-profit, volunteer, and community groups within or serving the Dodgeville Public Library service area will not be charged for use of the room.
- Businesses, commercial entities, and private parties will be charged the hourly fees:
 - a. Meeting Room without Kitchenette, \$10.00 per hour
 - b. Meeting Room with Kitchenette, \$20.00 per hour
 - c. To reserve the kitchenette, users must also reserve the Meeting Room.
- The following must be fulfilled, or charges will be assessed, after a meeting:
 - The Meeting Room is neat & orderly with tables and chairs configured the way you found it.
 - The Meeting Room and/or Kitchenette is/are free of damages beyond the normal wear and tear. (Damages assessed by the Library Leadership Team.)
 - The Kitchenette is clean & orderly, following posted Kitchenette p

Community Room & Large Meeting Room Policy

- All private groups will be charged \$10 / hour. Fees are due on the day of the reservation and may be paid by cash, check, or credit card. Prepayment of Community Room charges is not accepted. Payment information is not shared with other parties.
- There is no charge for non-profit groups

- Users will be charged for their full reserved time, including setup and teardown time. Unused time will not be refunded. Users will be let into the room at the start of their reserved time.
- Maximum capacity for the Community Room is 95 people.
- Reservations may be made by individuals aged 18 or older.
- Room usage involving minors must include at least one supervisory adult present in the room for every 15 minors.
- Individuals and groups may use the Community Room 2 times per month.

Small Meeting Room Policy

- The Small Meeting Room is intended for groups of 3 or more.
- Maximum capacity for the Large Study Room and Conference Room is 6 people.
- Reservations may be made by individuals aged 16 or older.
- At least one individual aged 16 or older must be present in the room while the room is in use.
- Small Meeting Room may be used for up to 4 hours per day.
- There is no charge to use the Small Meeting Room.
- Rooms not occupied within 30 minutes of the reserved time will be considered cancelled and available for use.

Small Video Conference Rooms Policy

- Study Rooms can accommodate up to 3 individuals.
- Reservations may be made by patrons aged 16 or older.
- At least one individual aged 18 or older must be present while the room is in use.
- Small Video Conferencing Rooms may be used for up to 4 hours per day.
- Rooms not occupied within 30 minutes of the reserved time will be considered cancelled and available for booking.

Small Study Rooms Policy

- Study Rooms can accommodate up to 2 individuals.
- Reservations may be made by patrons aged 12 or older.
- At least one individual aged 12 or older must be present while the room is in use.
- Study Rooms may be used for up to 4 hours per day.
- Rooms not occupied within 30 minutes of the reserved time will be considered cancelled and available for booking.