

General Room Use Policy

The Dodgeville Public Library is thrilled to offer dedicated meeting and study spaces for the use of our community.

Participants must abide by all local ordinances, state and federal laws while using library meeting rooms. Participants must also follow 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.

Disclaimer

- The City of Dodgeville and the Dodgeville Public Library are not responsible for any property placed in the Library.
- The City of Dodgeville and the Dodgeville Public Library are not liable for any loss, injury, or damage to people or property. This is true even when caused by a meeting, exhibit, or display.

Fees

- Informal, non-profit, volunteer, and community groups in the Dodgeville area will not be charged for use of meeting rooms. These events must be open to the public, with no cost to attend.
- Businesses, commercial entities, and private parties will be charged the hourly fees:
 - a. Community Room with Kitchenette, \$20.00 per hour
 - b. Large Meeting Room, \$10.00 per hour
- Use of the Small Meeting Room, Small Video Conference Rooms, and Small Study Rooms is free.
- 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.
- Fees may be paid by cash, check, or *(if applicable) credit card*. Payment information is not shared with other parties.

- Fees are due on the day of the reservation. Prepayment of Community Room charges is not accepted.
- If needed, charges for repairs or cleaning will be assessed as described in “Conditions of Use”.

Making a Reservation

- Reservations are approved on a first-come, first-served basis. Library programs have priority on room use.
- Reservations may be made up to 3 months in advance.
- Individuals and groups may have up to 3 active reservations at a time.
- Meeting room privileges may be suspended due to repeated late arrivals, cancellations, and/or no-shows.
- Rooms that have been empty for more than 30 minutes without notifying staff will be considered available for use. The rest of the reservation may be cancelled.
- 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.

Conditions of Use

- The Library retains the right to monitor all meetings, programs, and events on the premises to make sure rules are followed. Library staff will have free access to the Community Room, storage room, and Large Meeting Room at all times.
- Use of the library meeting rooms may not interfere with normal library operation. This includes the use of the library by other patrons and the work of the library staff. Meeting activities must be confined to the reserved meeting rooms.
- The individual or group must check in with library staff before and after using the room.
- All rooms must be returned to original condition - including furniture, counters/tables, and trash in receptacles.
 - Clean-up and resetting the room is the responsibility of the group or person using the room.
 - The group or person making the reservation is financially responsible for any loss or damage to Library property. This group or person will be assessed the cost of any necessary repairs or extensive cleanup.
 - Damages will be assessed by the Library Leadership Team.

- If the group or person refuses to pay for the damage, the matter will be referred to the Village Attorney for legal action.
- Participants may not:
 - *(if applicable) Serve food or drink in rooms other than the Community Room.*
 - Serve alcohol.
 - Attach items to the walls.
 - Use candles or other flammable material.
- The Library does not provide supplies for refreshments.
- 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.

Advertising

- Groups or individuals using the meeting room must not use the Library logo or Library branding in any publicity. They must not advertise their event as sponsored or endorsed by the library.
 - Any advertising for events held in the library meeting rooms must say: "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.
 - The only exception is if the Library Director or designee has given permission in advance.
- The Library's name, address, and/or telephone number can't be used as the address or headquarters for any group or organization.

Available Rooms

Community Room with Kitchenette

- *(if applicable) Food and Drink may be served in the Community Room.*
- The Community Room can be used outside of regular library hours.
- The Community Room can hold up to 95 people.
- Fees are assessed as described above. When applicable, the cost is \$20.00 per hour.
- 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.

Large Meeting Room

- *(if applicable) Food and Drink may not be served in the Large Meeting Room.*
- The Large Meeting Room can be used outside of regular library hours.
- The Large Meeting Room can hold up to 20 people.
- Fees are assessed as described above. When applicable, the cost is \$10.00 per hour.
- Reservations may be made by individuals aged 18 or older.
- There must be at least 1 adult in the room for every 15 minors.

Small Meeting Room

- *(if applicable) Food and Drink may not be served in the Small Meeting Room.*
- The Small Meeting Room can hold up to 6 people.
- There is no fee for use of the Small Meeting Room.
- 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.
- The Small Meeting Room may be used for up to 4 hours per day.

Small Video Conference Rooms

- *(if applicable) Food and Drink may not be served in the Small Video Conference Rooms.*
- The Small Video Conference Rooms are for up to 3 people.
- There is no fee for use of the Small Video Conference Rooms.
- Reservations may be made by patrons aged 14 or older.
- At least one individual aged 14 or older must be present while the room is in use.
- Small Video Conferencing Rooms may be used for up to 2 hours per day.

Small Study Rooms

- *(if applicable) Food and Drink may not be served in the Small Study Rooms.*
- The Small Study Rooms are for 1 or 2 people.
- There is no fee for use of the Small Study Rooms.
- 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.

Summary of Available Rooms	Community Room with Kitchenette	Large Meeting Room	Small Meeting Room	Small Video Conference Rooms	Small Study Rooms
Food?	Yes	No	No	No	No
Use outside of Library hours?	Yes	Yes	No	No	No
Capacity	1-95 people	1-20 people	1-6 people	1-3 people	1-2 people
Fee	\$20/hour	\$10/hour	Free	Free	Free
Age to Reserve	18+ years of age	18+ years of age	16+ years of age	14+ years of age	12+ years of age
Time Limit			4 hours/day	2 hours/day	4 hours/day