

Hedberg Public Library  
A101 Meeting Rooms  
Board Policy  
Last update – January 2011

The Hedberg Public Library has two rooms - the Public Meeting Room and the Small Group Study Room - available as public meeting space under certain conditions. Use of library meeting rooms does not imply that the library endorses or supports the beliefs, ideas or viewpoints expressed by organizations or individuals using the space.

The library meeting spaces may not be used for:

- Private social functions such as showers or birthday parties,
- Activities involving the sale, advertising or promotion of products or services.
- A return engagement by a group that has abused the facility in its earlier use or has violated any of the regulations set forth in this policy statement.
- Any purpose which, in the opinion of the library director and/or the library board, may interfere with normal use of the library.

### **Public Meeting Room**

Hedberg Public Library's Public Meeting Room is located next to the Ground Floor coffee shop on the library's lower level. When the Public Meeting Room is not being used by the library or by library-affiliated groups, the room may be used by members of the public for meetings of educational, informational, or cultural nature. The purpose of allowing public use of this room is to contribute to community diversity and vitality by providing meeting space for a variety of local organizations.

Groups using the Public Meeting Room must meet the following conditions:

- The Public Meeting Room accommodates groups of 5 to 25 people. It seats about 15 at tables and 25 in classroom style. Group size cannot exceed 25 persons.
- No services are available from library staff other than those normally offered to library patrons.
- The group must schedule use of the room through the library's Service Desk staff. These bookings must be made by an authorized representative of the group who will take responsibility for the condition of the room after the meeting. This representative must be at least 18 years of age and have a library card in good standing from one of the seven Arrowhead libraries. Bookings will be accepted no earlier than two months before the desired meeting date. For example, for a meeting to be held on April 10, the earliest date an application may be submitted is February 10.

- Meetings must be scheduled during hours that the library is open, and must adjourn at least 15 minutes before the library closes. No access is possible beyond scheduled library hours.
- Use of the room by any one organization is limited to one meeting per week. The maximum time per meeting is four hours, including set-up and take-down.
- If a group no longer needs the room for the time reserved, the library expects the group's contact person to contact the library's Service Desk and cancel the reservation. If the room is reserved and no one arrives at the appointed time, the group is considered a "no show".
- If a group has three no-shows in a year, the group cannot book the room for the twelve months following the third "no show".
- In addition to tables and chairs, a portable, lightweight podium is available. No other equipment is available. Wireless Internet access is available for users with their own wireless-ready laptop computer.
- The library assumes no responsibility for setting up the room. Users may set up the room as needed, as long as the room is returned to its original condition by the end of the meeting.
- Food and non-alcoholic beverages may be brought into the room. There are no kitchen facilities available. Meeting room users are encouraged to purchase refreshments from The Ground Floor.
- If a group is in the Public Meeting Room and the meeting or event does not meet the criteria of this policy, the group will be asked to leave the building.
- The library reserves the right to cancel a reservation when the Public Meeting Room is required for use by the library or library-related organizations. If the library cancels a reservation, the library will give the contact person as much notice of the cancellation as possible.

In light of the special relationship that the library shares with other city departments and library organizations, HPL reserves the right to make special accommodations for their needs.

### **Small Group Study Room**

Hedberg Public Library's Small Group Study Room is a small room on the main floor of the library. The purpose of the Group study Room is to have a space where groups of 2-4 can meet for study and discussion without disturbing others in the library.

The library may partner with other organizations (government agencies, political candidates, non-profits, etc) and book the Small Group Study Room for outreach purposes, if the library's director determines the outreach function fits within the library's mission. All outreach events must have prior approval of the director and must be open to all. No sales, donations or solicitation may be involved.

This room may be booked for groups of 2-4 people by staff at the Service Desk. Restrictions on the duration and frequency of the groups' use of the room will be set by the library director. If the room is not booked, it is available for individuals to use on a first-come, first-served basis; however, a group of 2-4 people will take precedence over an individual who is using the room alone. If the Small Group Study Room is in use, staff will direct groups of 2-4 persons to the quiet talking area.

The Small Group Study Room has a maximum capacity of four people.

**The Hedberg Public Library does not have any other public meeting rooms.**

Other rooms at the library have designated purposes, and are not available for meetings.

The Woodruff Training Lab is only for library-generated computer-based training and presentations. When the Lab is not being used for library classes, computers are available to individuals who log on using their own library card.

The Program Room is only for library activities such as children's programs, presentations to classes and other groups, adult and young adult programs, and training sessions for the staff. On election days the Program Room is a polling location for the City of Janesville.

The Janesville Room is a quiet research room.