

# WINONA PUBLIC LIBRARY MEETING ROOM POLICY

## ROOM DESCRIPTION

The meeting room is located at the northwest corner of the library just off of the Bell Art Room. The room has a large table that seats seven. A small table is available for additional space for items brought into the room.

## FEES

The Library and its affiliates, the Friends of the Library and other City Departments, may use the meeting room free of charge. Nonprofit organizations may use the room for no cost as well.

For-profit groups may use the meeting room for \$50 an hour; this includes your set-up, take-down, and cleaning time. The fee is due upon the use of the room. Checks should be made payable to the Winona Public Library.

## RESERVATION & SCHEDULING

The Library and its affiliates, the Friends of the Library and other City Departments, are given first priority to reserve the meeting space. Local nonprofit organizations are then allowed reservation of the room followed by that of for-profit organizations/businesses. These reservations are booked on a first-come, first-serve basis. The room must be rented by someone over the age of 18.

The meeting room may be reserved half an hour after the library opens and must be completely vacated a half hour before the Library closes. The reservation must include your setup and cleaning time. Setting up prior to the reserved time is prohibited as well as reserving the room the day prior to setup. Groups must leave the room when the reservation is scheduled to end. Reservations will not be made after the Library's hours of operation.

If the use of the data projector and screen is needed, staff need to be told at the time of reservation. A separate equipment usage form will need to be signed prior to the use of the meeting room.

To reserve the room, call the Library's Reference Desk at (507) 452-4860 or email the Library at [winonapl@selco.info](mailto:winonapl@selco.info). Use of the room is limited to once a month unless the organization is the Library and or one of its affiliates, the Friends of the Library and other City Departments.

This policy must be completed, signed, and returned to the Library's Reference Desk prior to use of the room. This form will need to be completed for every use.

## ROOM REGULATIONS

The Library meeting room is to not be used for any of the following:

- Programs involving the sale, advertising, or promotion of a commercial product or service, unless offered by the Library, Friends of the Library, or the City of Winona.
- Personal or family use, including but not limited to parties, bridal or baby showers, birthday parties, rehearsals, or performances.
- Programs that interfere with the Library's Code of Conduct.

No admission or other fees may be charged to individuals attending the meeting or program.

Any publicity used to promote an event happening in the meeting room may only include the Library's name, Winona Public Library, and address, 151 W. 5th Street, Winona, MN. Publicity must include the host's name and contact information. The library's phone number is not to be listed. The Library's contact information is not to be used as the address, phone number, or headquarters for any group or organization using the meeting room. Signs, posters, displays, etc are only allowed in the Library's Display areas for public meetings. Display areas are located in the Library's entryway and on the landing to the second floor. Promotional materials are not allowed anywhere else in the library.

Library staff will not relay messages to anyone using the meeting room unless it is an emergency.

Soliciting or canvassing the library for attendees is not permitted.

The Library retains the right to monitor the room to ensure Library policies are followed. Staff will have access to the room at all times. The meeting room is monitored under the surveillance of a camera.

## USE OF THE ROOM

The organization that made the reservation must check-in at the Reference Desk before use and again after use. Someone over the age of 18 must monitor the room while in use.

Library staff will not provide assistance in setting up the meeting room. A data projector and screen are available for use. Instructions will be given on how to use the equipment, but staff assistance will not be provided. If Library equipment is not returned after use, the responsible party will be billed for the replacement cost. Non-library-owned equipment may be used in the meeting room. Staff will not provide any technical assistance with this equipment and is not responsible for damage or loss of personal property.

Food and drink are allowed in the room. The organization reserving the room is responsible for providing these items and supplies.

The following are not permitted:

Tobacco products, weapons, alcoholic beverages, and illegal substances  
Anything with an open flame is not allowed in the room.

Decorations, wall hangings, presentation materials, or any other item may not be hung in the room.

The library will not accept advance deliveries for meetings, and items may not be stored at the library ahead of the meeting.

The room must be left in neat, orderly condition. All items must be returned to their original location. A vacuum is available if necessary. The person making the reservation is responsible for leaving the room in the condition in which the room was found. If damage is found, charges will be assessed.

## CANCELLATION

The Library requires 24-hour notice of meeting cancellation. Repeated cancellation may result in denial of future room use.

In the event the Library needs to unexpectedly close, all meetings scheduled during that time will be cancelled. Staff will attempt to notify the organization(s) as soon as possible and will offer to reschedule for a different day or time.

In the event of cancellation, an organization's leader is responsible for notifying those attending the meeting.

## DISCLAIMER

The Winona Public Library is not responsible for items left in the meeting room and does not assume liability for groups or individuals attending a meeting.

The Library does not endorse the beliefs, policies, or programs of any organization using the room and reserves the right to refuse reservation of the space for groups that do not comply with this policy.

## POLICY AGREEMENT

Organization Name: \_\_\_\_\_

Name of Person Reserving the Room: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Time of Reservation: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_