

# Meeting Rooms Policy

## RCU Community Room, Maker Space & Study Rooms

The Somerset Public Library provides meeting space for the community including the Royal Credit Union (RCU) Meeting Room, a Maker Space Room, and the Peterson Family Study Room and the First National Community Bank Study Room. These areas can be utilized free of charge for library programs and for other meetings or programs of an organizational, informational, educational, cultural or civic nature, however refundable deposits are required. The RCU Meeting Room and the Maker Space Room may also be rented by for-profit or commercial entities for a reasonable fee and a refundable deposit. Donations to the library for room use is encouraged.

### Purpose

The Library subscribes to the principles set forth in the American Library Bill of Rights: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the community rooms does not, however, constitute the Library's endorsement of the activities, purposes or viewpoints expressed by the groups/individuals involved.

Any exceptions to the Meeting Room Policy must be approved by the Somerset Library Board of Trustees. Questions involving meeting-related policies and procedures will be resolved by the Library Board. If any group feels that they have been unfairly denied or that their use of the meeting room is limited, the Library Director will forward those concerns to the Library Board.

Events presented by the Somerset Public Library take priority, with secondary preference being given to the Friends of the Somerset Library.

### RCU Community Room

The library's RCU Meeting Room can be accessed from inside the library and from a Hud Street entrance door. It is possible to utilize this room after library hours. The room is equipped with 11 tables, 100 chairs, a projector, a motorized screen, a sound system and internet connectivity. This area is intended for community gatherings of a larger scale. A Meeting Room Request and Contract Form must be completed and submitted to the Somerset Public Library in order to reserve the RCU Meeting Room. The RCU Meeting Room can accommodate 80 people seated or 114 standing.

### Maker Space Room

The library's Maker Space Room is available for maker and Do-It-Yourself activities. It is possible to utilize this room after library hours. The room is equipped with 3 tables, 10 chairs, a stove, refrigerator, dishwasher, microwave, and television. This space is intended to be used by small groups to meet and work on special projects, learn a craft or skill, or create something new. A Meeting Room Request and Contract Form must be completed and submitted to the Somerset Public Library in order to reserve the Maker Space Room. The Maker Space Room is designed to accommodate 25 people.

### Cost

The cost to rent the RCU Community Room and Maker Space by for-profits or commercial entities is \$50/hour with a \$100 refundable security deposit. Not-for-profits can rent this room free of charge with a \$100 refundable security deposit.

## Study Rooms

There are two study rooms available. The study rooms provide a space for small groups and/or individuals to meet and work together. Study Rooms are only available during the library's open hours. Rooms may be reserved up to 48 hours in advance, otherwise it will be first come/first served. The library has set a time limit of one hour per sign-up with possible extension(s). There is no cost for the use of the Study Rooms. These rooms are designed to accommodate 1-4 persons at a time.

## Reservations

- Forms to reserve a meeting room can be obtained at the library's circulation desk or on the Somerset Public Library's website.
- A signed contract must be submitted prior to the use of the RCU Meeting Room and the Maker Space Room.
- All fees including a security deposit of \$100 must be submitted prior to reservations or room use
- Groups that make room reservations and fail to show up two or more times without giving the library sufficient notice will have meeting room privileges revoked for six months.
- If keys will be needed, they must be picked up one day before or the day of the event and returned by 10 am the following business day of the event.
- The applicant must agree to abide by this policy, as well as any other applicable laws, regulations, and policies.
- Please make reservations and application 48 hours prior to the event.
- Please limit your usage to once a week per group, exceptions can be made.
- A single group may make advanced reservations for up to three consecutive meetings. Additional reservations, by the same group, are allowed after the final consecutive meeting.
- Cancellations must be made no later than 24 hours prior to the event for a refund to be administered.
- Unless an exception has been made by the Somerset Library Director, meetings held in the Somerset Public Library are considered public meetings, open to all wishing to attend subject to fire codes, ADA requirements and occupancy restrictions.
- Meetings must be free and open to the public, such as public lectures, panel discussions, film and slide presentations, group discussions, workshops, and other similar functions.
- Meetings may be presented by organizations or individuals engaged in free educational, cultural, intellectual, governmental or charitable activities.
- Failure to abide by the Library's Meeting Room Policy and rules of conduct may result in the cancellation of current or refusal of future reservations, and may affect the loss of the security deposit.

## Rules of Use

- Meeting rooms and study rooms must be left in a clean, orderly condition after use. Each group is responsible for arranging the meeting room for their use and returning it to its original configuration prior to leaving. All refuse must be disposed of and the room left clean for the next user. Any and all damage to the room and/or equipment may result in the cancellation of current, or the refusal of future reservations, and a minimum fee of \$50 will be taken off the security deposit if the library staff must clean up after the group. If the actual cost for cleaning or repair is more than \$50 the total amount will be billed.
- Attaching items to the walls, temporarily or permanently, is prohibited. White boards are available.
- Light refreshments may be served. Alcohol is prohibited.
- Smoking or vaping is strictly prohibited.
- Any purpose which may interfere with the regular operation of the library is prohibited.

- Library staff may monitor all meetings, programs, and events to ensure compliance with library policies.
- If the room(s) are rented during hours in which the library is not open all windows must be left closed and latched, all lights must be turned off, and all doors locked.

### **Prohibited Uses**

- Non-Library sponsored recitals.
- Use that involves the sale, advertising, solicitation (including the solicitation of donations or gifts) and/or promotion of commercial products or service.
- Personal, company, or family parties.
- Use that requires a fee of any kind, such as entrance or participation fees, with the exception of library fundraising events.
- Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
- Fundraising activities, except for those events sponsored by the Somerset Public Library, the Village of Somerset or Friends of the Somerset Public Library.
- Hate groups or groups advocating violence to others.

### **Additional Information**

- Library staff will not be responsible for setting up tables and chairs.
- Library staff does not relay calls or messages to persons attending meetings except in emergencies.
- Library staff is not available for technical support.