Slinger Community Library
GATHER ROOM POLICY

I. INTRODUCTION

The Slinger Community Library provides space for meetings and programs of an informational, educational, cultural or civic nature. The Slinger Community Library subscribes to the principles set forth in the American Library Association 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 the individuals or groups requesting their use". Use of library's meeting room does not in any way constitute library endorsement of the activities, purposes or viewpoints expressed by the groups and the individuals involved.

Meetings held in the library are considered public meetings open to all who wish to attend subject to fire and occupancy codes. Use of the meeting rooms must be in compliance with the Americans with Disabilities Act (ADA). Individuals, groups and organizations using the meeting rooms must fulfill their obligations listed in the policy. Failure to abide by the Slinger Community Library's Gather Room policy may result in cancellation of, or refusal to allow, future reservations.

The capacity of the Gather Room is as follows per fire code: **66 people**

The Gather Room is available for groups, individuals or organizations to conduct programs, meetings, seminars, study groups, planning sessions, training and related activities. The Responsible Party must be at least 18 years of age to reserve the Gather Room. Groups and organizations whose primary members are under the age of eighteen (18) must be accompanied by at least one adult supervisor (someone over the age of eighteen) per FIVE (5) people under the age of twelve. People using the meeting rooms should keep in mind that the library is a public facility and as such behavior that is disruptive to regular operations of the library or which could possibly be dangerous to library users or meeting room users will not be tolerated. Individuals, groups and organizations may be asked to vacate the premises immediately if it is deemed that behavior is either disruptive or dangerous. Future meeting room usage could be suspended for a minimum of six months if behavior leads to eviction.

II. REQUIRED DOCUMENTS

In order to book Gather Room space submit a program proposal request form.
Please submit form 2 weeks prior to your requested event.

All Gather Room meeting requests/program proposals will be approved or denied by the library director. Once all required documents are turned in you will be notified by the library director with an approval or denial. At that time, you will then be scheduled on the Gather Room calendar.

Permission to use the Gather Room will be denied to an organization and/or meeting whose purpose is illegal or whose activity does not have the sponsorship of a legally responsible adult registered for Gather Room use with the library.

The Library Director has the authority to issue reasonable meeting room rules and to revoke permission for use of the Gather Room if the policy or these rules are not followed.

Allowed use examples (not inclusive):

1. Club events (Investments, soccer, Veterans, youth, etc)
2. Meetings, (business, not-for-profits, unions, associations, political parties, Government agencies.)
3. Home-school classes, meetings, events (class and event fees ok)
4. Political meetings, candidate forums, legislator "listening sessions"
5. Legal negotiations, proceedings, conflict resolutions
6. Tutoring (fee of free)
7. Individuals (formal or informal groups) studying, reading, talking
8. Fundraising events for not-for-profit organizations
9. Non-profit organizations may collect dues, fees, or event charges.

Prohibited uses (not inclusive)

1. Commercial events, including educational classes or seminars, which charge a fee
2. Commercial events where products, services, or memberships are advertised, solicited, or sold. (Library sponsored or co-sponsored performers/speakers may sell merchandise related to their performance/topic.)
3. Gambling, in any form. (Friends of the Slinger Library sponsored Casino Night is exempt)
4. Purely social events (parties, receptions, showers, etc)
5. Any event that is disruptive of normal Library operations or services.

III. REGULATIONS

1. The rooms are reserved on a first come, first serve basis. Activities sponsored by the Slinger Community Library have priority for scheduling the use of the Gather Room. Activities sponsored by the Friends of the Slinger Library and official Village of Slinger governmental and programming needs follow in the priority for scheduling. Unexpected community needs and emergency situations may force cancellations of previously approved Gather Room usage by others.

2. The Gather Room is available from 9:30 am until 30 minutes before closing time. Events must end and clean up completed 30 minutes before closing to provide for orderly closing of the Library.

3. Except in emergencies, the library staff will not accept calls or relay messages to people attending any meeting in the Gather Room.

4. Groups or individuals using the Gather Room shall not publicize their event in any way that implies that it is sponsored, co-sponsored, or approved by the library, unless permission to do so has been given in advance by the Library Director or Circulation Librarian. Please put **"Held at but not sponsored by Slinger Community Library"** on all flyers, advertisements and social media postings.

5. No group or organization may use the library's address as their own and the library will not advertise at the library or on our website for programs.

6. Groups or individuals using the Gather Room shall be responsible, jointly and separately, for reasonable care of the room and its furnishings and equipment and shall be left in the original placement/condition it was found. Nothing may be taped, hung, tacked, to any walls, windows, doors, furnishings, tables, or any other Library surface or object.

7. For any damage caused or inflicted by an organization, its members, affiliated persons, guests, invitees to Gather Room or equipment, a minimum of $25.00 fee will be charged.

8. The Library reserves the right to monitor all meetings held on its premises.

9. Meeting rooms may be reserved up to three months in advance. No person or organization may make excessive use or habitual cancellation of the Gather Room. Excessive use/habitual cancellation will be determined by Library Director or Circulation Librarian.

10. Regular meetings/events may be scheduled on a continuing basis with approval by Circulation Librarian (who will judge the request against potential future meeting room needs). It is the responsibility of the organization to make the reservation. Staff cannot anticipate the need for the use of the Gather Room by any organization.

11. If an event is cancelled, the meeting room user shall contact Library staff as soon as reasonably possible. Failure to do so may result in suspension of meeting privileges.

12. Safety measures must be adhered to. Fire exit doors shall not be blocked in any way and attendance may not exceed the posted room capacity of 66 people.

13. Please provide a sign-up sheet for attendees before meeting occurs to limit capacity to safety standards of 66 people.

14. No furniture may be moved in or out of the Gather Room.

15. Library staff will not provide assistance in setting up or taking down of the tables and chairs in the Gather Room.

16. Light refreshments may be served in the Gather Room. Use of Slow cookers or roaster ovens is permitted but must not be left unattended. Use of candles, other open flames, hotplates, electric griddles, or other heat sources is prohibited. ALCOHOLIC BEVERAGES and SMOKING ARE NOT PERMITTED ANY WHERE IN THE LIBRARY. Permission must be granted from the library director or library board to serve alcohol on library property, and proper licensure must be attained.

17. No storage space will be provided. All items brought in must be removed or properly disposed of by the end of the Gather Room use reserved time. The Library shall not be responsible for any material used in or left in the Gather Room. The Library shall not be responsible for any personal property loss or damage.

18. Individuals and groups that would like to use equipment are responsible for letting library staff know in advance what their needs may be, and must meet with library staff prior to the usage date for any necessary training. Users are responsible for any damages to library equipment.

Equipment available in the Gather Room: *big screen TV and HDMI cable. Any other cables needed are your responsibility. You are welcome to bring your own laptop or the library has laptops for check out.*

19. Individuals and groups that will need equipment not listed above during their meeting are responsible for providing any other necessary connections and equipment. Library staff will not provide assistance with setting up personal presentation/performance equipment.

IV. DISCLAIMER

1. It is understood that the Village of Slinger and Slinger Community Library assume no responsibility, what-so-ever, for any property placed in the Library in connection with a meeting, exhibit or display, and that the Village of Slinger and the Slinger Community Library are hereby expressly released and discharged from any and all liability for any loss or injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit or display.

2. The fact that a group is permitted to use the Gather Room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

Please fill out Gather Room Application

Approved/Revised 8/14/2023