

	E. D. Locke Public Library	
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Introduction

E.D. Locke Public Library provides space for meetings in its community meeting room. The purpose for providing space for community meetings is to further the library's role in the community as the information resource center and as a recreational resource outlet accessible to all residents. In carrying out this role, meeting rooms are for use primarily by the library and by organizations affiliated with the Library, and Friends of the McFarland Library. However, the meeting room is also a community asset, and the Library Board wishes to encourage its use by area groups when not in use for Library functions.

Description of Room

The community meeting room can accommodate up to 50 seats theater-style or 35 seats conference-style. Maximum room capacity is 134.

Along with 15 tables and 50 chairs, the following items are available for use: projector and screen, DVD/Blu-Ray player, podium, microphone and white board.

For individuals with hearing difficulties, a personal sound amplification system is also available.

A kitchenette is available off the meeting room, with a small refrigerator, microwave and sink.

Restrictions on Use

Smoking or use of alcoholic beverages is not permitted.

Use of candles, open flames, flammable materials or other hazardous materials is strictly forbidden.

The meeting room may not be used for activities prohibited under local, state, and/or federal law.

The meeting room may not be used for programs involving sale, advertising or promotion of commercial products and services, unless they are library-sponsored and approved by the Library Director or a designated staff member.

The meeting room may not be used for private social functions, such as showers, birthday parties, dances and the like.

No programs are permitted which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.

The library does not provide storage space for groups or individuals using the meeting rooms.

Library staff will not relay messages to people attending meetings, except in emergencies.

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No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the library or on its premises without approval of the Library Director or a designated staff member.

Meetings must end on time so the room may be prepared for other meetings.

No soliciting or canvassing of library patrons is permitted.

All programs for groups comprised primarily of people under age 18 require the presence of a responsible adult at all times. Parents of children under age 7 must remain in the library building for the duration of the meeting and retrieve their child immediately at the end of the meeting. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting. Children left anywhere in the library unsupervised by a responsible adult shall be subject to the provisions of the library's Unattended Children Policy.

The library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.

[Reservations for Rooms](#)

Priority will be given as follows: 1. Library-sponsored programs, 2. Library Board, 3. Friends of the McFarland Library, 5. Other Village of McFarland governmental units. 6. Community and other not-for profit groups presenting programs or meetings of an informational, educational, cultural, or civic nature.

An application can be obtained and submitted online by going to mcfarlandlibrary.org or a paper copy can be obtained and submitted at the circulation desk.

Applications must be turned in no later than 4:00 pm the Friday before the week in which a reservation is requested (Monday-Sunday), to avoid confusion and facilitate smooth scheduling.

Applications are accepted up to three months in advance.

Groups will be limited to two reservations per month.

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Cancellations

24-hour notice of meeting cancellation is required by phone or in-person. Because the meeting room is a community resource, repeated failure to give advance notice will result in denial of future requests.

In the event of a cancellation, the group's leader is responsible for notifying group members.

The library reserves the right to cancel a reservation by the general public with 2 weeks' notice whenever the room is needed for library purposes.

In the event that the library is unexpectedly closed, meetings scheduled during that time will be cancelled. Every effort will be made to contact the group holding the reservation.

Hours Available

The meeting room may be available from 7:30 a.m. – 10:00 p.m. Monday-Friday, 9:10 a.m. – 10:00 p.m. Saturday, and 11:45 a.m. – 10:00 p.m. Sundays. Meetings that extend after library open hours must begin during library open hours. Arrangements with library staff must be made if groups would like to access the room before open hours.

Library staff will not be available for assistance before and after library open hours.

Library open hours are as follows: Monday-Thursday 9:00 a.m. – 8:00 p.m., Friday-Saturday 9:00 a.m. – 5:30 p.m., and Sunday 12:00 – 4:00 p.m. The meeting room is not available on days that the library is closed.

At the discretion of the Library Director or designated staff, certain time slots may not be made available if there is expected heavy use of the library and its parking lot.

Fees and Admission Charges

No fees will be charged by the library for use of meeting room by non-profit, volunteer, and community groups; however, voluntary donations are appreciated to defray costs of maintaining the room.

Businesses and commercial entities using the room for not-for profit activities will be charged the fee of \$10 per hour.

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Groups using the meeting room may not charge admission or solicit donations. Possible exceptions may be made for a program or educational course requiring a registration fee or tuition. Exceptions may also be made for library-sponsored author, musician or artist visits, where the program provider may offer materials for sale.

Use of Facilities

Parking: The first priority for use of parking lot spaces is for individuals using the main library. Persons using the meeting room should park their vehicles outside the library parking lot, unless mobility concerns prevent them from doing so.

All programs or meetings presented by non-profit, volunteer, and community groups that don't pay a fee must be open to any member of the public.

Businesses may use the meeting room for not-for profit activities.

1. Meetings, programs, or events with the intent to make money or for which payment is required for attendance, or any form of solicitation is made for potential clients, products or services, or the future sales of commercial products or services are prohibited.
2. Use of the meeting room as a place to conduct regular business or to hold office hours is also prohibited.

Library staff may attend or observe any program or meeting at any time.

Meeting room users are responsible for their own setup and for putting the room back in order at the end of the meeting.

Meeting rooms should be left neat and clean. A vacuum is available for cleaning. Tables should be wiped down (especially if food and crafts are involved). Failure to leave the meeting room in a clean, usable state can be cause for denial of future meeting room requests.

Groups will be charged for damage to the room or equipment beyond normal wear and tear. If the room is damaged beyond normal wear and tear or if library equipment is missing after a group has used the room, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishing or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture etc...

Materials may not be affixed to the walls or ceiling without prior approval of the Library Director.

Fire and emergency exits shall not be blocked by furniture or other equipment
 Light refreshments may be served, but cooking is prohibited. Dishes and utensils, as well as consumable products, must be provided by the group. Groups are expected to leave the kitchen area clean and orderly.

The meeting room is handicapped accessible. Rest rooms are located across the lobby from the meeting room.