Shorewood-Troy Public Library

Meeting Room Policy

Approved by the Board Action 2/10/11; Revised 6/13/19 by Board Action; Revised 12/10/20 by Board Action; Reviewed 4/8/21, Revised 7/09/2026 by Board Action.

Available Rooms:

Study Room: 1-4 person capacity (no charge, special restrictions apply)
Meeting Room A: 4-85 person capacity (fee charged)

- Educational, Civic, or Community organizations (up to 5 hours) $10
- For Profit/Commercial Groups (up to 5 hours) $50

Priority of Use:

First priority of the meeting room is given to library-sponsored programs or meetings. The following groups may also use the meeting room for cultural, civic, and informal educational purposes:

- Educational, Civic or Community Organizations
- Businesses holding non-commercial meetings

The meeting room may not be booked for purely social events, e.g. birthday parties, bridal showers, anniversary parties, etc.

All meetings must be open to the public. Groups may not charge admission nor solicit or require donations for attendance by non-members and/or the public. No products or services may be solicited or sold. No money can change hands except during Library-sponsored or Friends of the Library-sponsored programs.

Room rentals are made to groups without regard to consideration of the groups' beliefs or to the program being presented. Our library is a welcoming space for all in our community.

Agreement for Use of Meeting Room A:

- The applicant must be 21 years of age or older and shall be the contact person and the only person authorized to make changes in room arrangements. The applicant will be held responsible for the actions of the participants and for the group's adherence to all guidelines set forth in this policy and all applicable library policies. The applicant and/or organization will be jointly liable for any damage or theft of any Library property caused by members or guests of the group or organization.

- The applicant will check-in with the circulation desk the day of the physical meeting. At the conclusion of the meeting, room-renters will have to check with Children's Desk Staff to have them check you out and lock up the room. Failure to check out will result in a $10 fee.
- The storage closet will be locked. Tables and chairs will be in the meeting room, available for your group to use.
- The meeting rooms may be reserved no more than 30 days in advance.
- Reservations are not final until approved by library staff and paid for. Credit card payments may be made over the phone when making the reservation.
- Reservations not paid for within one week of the request will be cancelled and the date will become available for other groups or organizations to reserve.
- The library reserves the right to request any group change its approved reservation to another room or date when necessary for a library-sponsored activity. Notice will be given to the contact person.
- Rental of the Library's rooms does not imply Library endorsement of meetings held; the Library will not provide advertising or advertising space for your group's activities. When your group advertises, you may provide us as a location, but materials should not imply that we are sponsoring or hosting the activity. Violation of this may result in the Director asking you to clarify your publicity or in cancellation of the room rental.
- Groups should notify the library of a cancellation as soon as possible.
- In the event of an emergency closing of the library, all reservations are automatically cancelled and any fees will be refunded. Library staff will attempt to inform the contact person of the closing. Applicants may also call the library or visit the website to find a message announcing the unexpected closing.

Hours:

Meetings may be scheduled for the following times:

- Monday-Thursday: 9:00 am – 7:30 pm
- Friday: 9:00 am-4:30 pm
- Saturday: 9:00-4:30 pm

Rules and Regulations:

- The meeting rooms must be left in a clean and orderly condition. Groups or organizations holding the meeting must assume all responsibility for setting up and removing tables, chairs, and other equipment. Trash must be removed by the organization and the carpet must be clean of debris. Failure to leave the room in its original condition may result in a $150 cleaning fee.
- You must check out with staff after your meeting, so we can check the condition of the room. Failure to do so will result in a $10 fee.
- Smoking, candles, or other fire hazards are not allowed in the library at any time.

- No food or beverages are allowed in the meeting rooms without prior approval of the library staff.
- Access to the storage room is prohibited
- Storage space for equipment or supplies for the group or organization is not available.
- Persons attending activities in the meeting rooms are subject to all library rules and regulations. Use of the meeting rooms must not disrupt other library patrons.
  Non-Compliance:
- Failure to comply with the above regulations will result in the loss of meeting room privileges.

Signature _____

Organization _____ Date _____