

Meeting Rooms Policy

RCU Community Room, Maker Space & Study Rooms

The Somerset Public Library provides meeting space for the community in the RCU Meeting Room, Maker Space, and the Peterson Family Study Room and the FNC Bank Study Room. These areas can be utilized free of charge (with a security deposit) for groups wishing to sponsor organizational, informational, educational, cultural or civic nature, however 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.

RCU Community Room and Maker Space

- **RCU Community Room details**

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. The RCU Meeting Room can accommodate 80 people seated or 114 standing.

- **Maker Space details**

The room is equipped with 3 tables, 10 chairs, a stove, refrigerator, dishwasher, microwave, and television. The Maker Space is designed to accommodate 25 people.

Access

The meeting room can be accessed from inside the library and from the Hud Street entrance door after library hours. A Meeting Room Request and a security deposit must be completed and submitted to the Somerset Public Library in order to utilize both the RCU Meeting Room or the Maker Space.

Cost

Not-for-profits can rent rooms free of charge with a \$100 refundable security deposit. The cost to rent by for-profits or commercial entities is \$50/hour with a \$100 refundable security deposit.

Reservations

Meeting room request forms can be found on the library's website or at the library's front desk.

1. A Meeting Room Request form, including a security deposit of \$100, must be submitted prior to reservations or room use of the RCU Meeting Room or the Maker Space Room.
2. 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.
3. If keys will be needed, they must be picked up the day before or of the event and returned by 10 a.m. the following business day.
4. Please make reservations a minimum of 48 hours prior to the event and limit usage to once a week per group.
5. A single group may make advanced reservations for up to three consecutive meetings.
6. Cancellations must be made no later than 24 hours prior to the event for a refund to be administered.
7. Meetings must be free and open to the public, such as public lectures, panel discussions, film and slide presentations, group discussions, workshops, and are subject to ADA and occupancy restrictions.
8. The applicant must agree to abide by this policy, as well as any other applicable laws, regulations, and policies.
9. Failure to abide by the Library's Meeting Room Policy and rules of conduct will result in the cancellation of current or refusal of future reservations, and will result in the loss of the security deposit.

Study Rooms

There is no cost for the use of the Study Rooms. Two study rooms are available for individuals or groups up to four. Study Rooms are only available during the library's open hours. Rooms are available on a first come/first served basis and cannot be reserved. Study rooms are available for a time limit of two hours, with possible extension. The study rooms are cannot be used for financial gain.

Rules of use for all rooms

1. Each group is responsible for arranging the meeting room for their use and returning it to its original configuration. All refuse must be disposed of and the room left clean for the next user.
2. Any and all damage to the room and/or equipment will 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.
3. Attaching items to the walls, temporarily or permanently, is prohibited. White boards are available.
4. Light refreshments may be served.
5. Alcohol, smoking and vaping are prohibited.
6. Any purpose which may interfere with the regular operation of the library is prohibited.
7. Library staff may monitor all meetings, programs, and events to ensure compliance with library policies.
8. 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

1. Non-library sponsored recitals.
2. Use that involves the sale, advertising, solicitation and/or promotion of commercial products or service.
3. Personal, company, or family parties.
4. Use that requires a fee of any kind, such as entrance or participation fees.
5. Hate groups or groups advocating violence to others.
6. Fundraising activities, except for those events sponsored by the Somerset Public Library, the Village of Somerset or Friends of the Somerset Public Library.

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.
- Library staff is not available for technical support.