

# MEETING ROOMS POLICY

## PURPOSE

The Somerset Public Library offers meeting space for community members to engage in activities that promote sharing ideas, interests, and community building, including educational, cultural, and civic events. While spaces are designed primarily for library use and programs, reservable spaces may be requested for programs and meetings. The library makes these spaces available on equitable terms to all persons and groups.

## SPACE DESCRIPTIONS

- Study Rooms

Two study rooms are available during library hours for individuals or groups up to four. Rooms are available on a first come/first served basis and cannot be reserved. To ensure fairness, rooms have a two-hour time limit, with possible extension.

- RCU Community Room

The room is equipped with 11 tables, 100 chairs, a projector, a screen, sound system and internet access. Ideal for larger community gatherings, accommodating up to 80 seated or 114 standing attendees. Reservations for the community room can be requested via the Meeting Room Request form on the library's website. The room is available from 7:00 AM to 10:00 PM.

- Maker Space

The room is equipped with three tables, ten chairs, essential kitchen appliances and a television. The space is designed to accommodate up to 25 people. Reservations for the maker space can be requested via the Meeting Room Request form on the library's website. The room is available from 7:00 AM to 10:00 PM.

## ELIGIBLE USES

Meeting rooms are open for use by both not-for-profit and local for-profit groups hosting educational, cultural, or civic events and programs.

## NOT PERMITTED USES

Library spaces are not available for:

- For-profit entities that are not local.
- Events that interfere with the library's operations by causing noise, a safety hazard, or a security risk.
- Recitals not sponsored by the library.
- Fundraising, sales, or promotions for commercial gain, except for those events sponsored by the Somerset Public Library, the Village of Somerset or Friends of the Somerset Public Library.
- Personal, company, or purely social events.
- Events requiring fees for entrance or participation.
- Political gatherings supporting or opposing specific candidates.
- Groups advocating violence against others.

## **FEES**

The use of library meeting rooms is provided free of charge. However, should there be a need for cleaning, rearrangement, or repair of the room following its use, the applicant will be invoiced a minimum fee of \$100, in addition to the actual costs incurred for any damages and will result in the cancellation of current and the refusal of future reservations.

## **RESERVATION PROCESS**

1. Familiarize yourself with the library's Meeting Room Policy.
2. Complete the Meeting Room Request form available on the library's website at least two business days before your event. This form must be submitted prior to reserving or using the RCU Meeting Room or the Maker Space Room.
3. Upon approval of your request, a Meeting Room Confirmation will be emailed to you, detailing the reservation specifics. If you do not receive this email, your reservation is not valid.
4. For events taking place after library hours, arrange to pick up the keys either the day before or on the day of your event. Keys must be returned by 10:00 AM the following business day.
5. For events taking place after library hours, a short training session on securing the library building will be provided.

## **RESPONSIBILITY OF USERS**

- The furnishings and equipment must be returned to their original locations.
- All refuse must be disposed of, and floors and surfaces must be free from debris.
- For events taking place after library hours, lights must be turned off and the windows and doors must be secured.
- Users' equipment and materials may not be stored at the library before or after a room is used and deliveries, including food, will not be accepted by the library.
- The library staff is not available for technology support for events. If desired, meeting room technology equipment training appointments are available. Schedule the appointment at least one week prior to your reservation.

## **GENERAL GUIDELINES**

- Library staff may attend all meetings to ensure compliance with policies. Meetings must be free, compliant with the Americans with Disabilities Act as well as compliant with occupancy limits set by the library.
- Attaching items to the walls, temporarily or permanently, is prohibited. White boards are available.
- Groups that make room reservations and fail to show up two times without giving the library sufficient notice will have meeting room privileges revoked for six months.
- To ensure equitable access to meeting rooms, use is limited to a maximum of six hours a week and three reservations on the calendar at one time unless the library is a co-sponsor of the program.

- Publicity may include the library name, address, and appropriate room designation as location information only. Use of the library logo is not permitted.
- Failure to adhere to the library's policies or clean up the room may result in cancellation of current and refusal of future reservations.
- The library retains the right to deny access to meeting rooms if the proposed use jeopardizes community wellness and safety.



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