

# Learning Center and History Room Use Policy

## Declarations

The Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights. Article VI states:

*Libraries that 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.*

The library uses the Learning Center and History Room for a variety of programming which promotes the library's goals of public information, education, recreation and cultural programming. In these programs the library presents a range of points of view and does not advocate a single approach.

## Purpose

The Learning Center and History Room are a community resource. The library board encourages the widest possible use of the spaces not-for-profit groups in the Grantsburg area for programs of an informational, educational, cultural or civic nature.

The rooms may be used by organizations or groups whose primary purpose is religious, commercial or for-profit. See the regulations and rental fee schedule below.

The library is in no way affiliated with the events scheduled in or agencies using the Learning Center and History Room; it simply provides the venue for such events.

This policy may be subject to change based on need or circumstance.

## A. Room Descriptions

### Bruce E Erickson Learning Center

- Seats 38 at 11 square tables. Maximum capacity is 79
- Internet access
- Built in smart television
- Available for afterhours meeting use with reservation
- View [room](#)

### Henry Peterson History Room

- Seats 8 at rectangle conference table
- Internet access
- View [room](#)

## B. General Regulations

1. The library board specifically **prohibits** the following types of uses of the Learning Center and History Room:
  - i. Monetary solicitation; except for library, Friends of the Library or Village sponsored fund raising events
  - ii. Personal or family purposes
  - iii. Programs that interfere with the normal functions of the library

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2. Groups using the Learning Center and History Room must agree to meet the Americans with Disabilities Act (ADA) requirements and to provide requested accommodations for meetings or programs.
3. Meetings must be open to any member of the public, with the exception of private rentals.

#### C. Availability

1. The library has priority in use of the facilities.
2. Reservation of the facilities is on a first come, first served basis and conducted through the circulation desk at the library. No single group may have more than three (3) meetings reserved in advance, and no more than three (3) months in advance.
3. Spaces are often not available for use during regular library hours. Arrangements may be made to utilize the Learning Center outside of library hours.

#### D. Fees

1. For-profit and/or commercial entities may rent the Learning Center for \$50/hour. The History Room may be rented for \$20/hour during normal operating hours only.
  - i. Not-for-profit organizations charging a fee for services may rent the large community meeting room for \$10/hour. Not-for-profit organizations meeting for informational purposes are not charged a fee.
  - ii. Donations are always welcome to offset the cost of maintenance and utilities.
  - iii. A deposit fee of \$100 and signed form must be submitted prior to reservation and occupancy of the Learning Center outside of library operating hours. The deposit fee will be returned in full if the room is left in the same condition and set up arrangement as when the user took responsibility of the room.

#### E. Use of Facilities

1. The groups using the room are responsible for returning the furniture to the standard configuration.
2. Groups must supply items such as napkins, plates & utensils.
3. Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings or fixtures.
4. All parties must vacate and remove all their belongings from the Learning Center by 11:59 p.m. on the day of their rental.

#### F. Conduct

1. The library code of conduct must be observed at all times.
2. Use of the room cannot be disruptive of the programs and activities of the library.
3. No unlawful activity is permitted on library premises.
4. Alcohol is allowed in the Learning Center and History Room subject to the following conditions:
  - a. A private party (must be by invitation only) can bring in their own alcohol for their event. If a private party utilizes the above the alcohol can only be given away. It cannot be sold by any means. That includes the selling of tickets.
  - b. If the renter is having an event that is public a picnic license can be obtained by a non-profit group or bona-fide club for fermented beverages (beer/wine coolers only) or for wine. A picnic license cannot be issued to an individual. Ask the Grantsburg Village Clerk for details on these regulations.

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- c. If alcohol is on the premises the renter assumes all liability and responsibility of themselves and their guests as stated below.
  - d. The renter also agrees to abide by all state laws including those prohibiting the serving of alcohol to a minor.
  - e. Permission must be requested on the room request form at least 14 days in advance of the proposed event and a picnic license must be presented to the library director 7 days in advance of the event.
5. The Library Director reserves the right to refuse the use of the facility to any group or individual subject to review by the library board.
  6. Groups shall contact the library 24 hours in advance of reservations to cancel or reschedule a reservation. Groups that make room reservations and fail to show up three or more times without giving the library sufficient notice will have meeting room privileges revoked for six months.
- G. Cleaning & Damages
1. The Learning Center and History Room and restrooms must be left in the same condition and set up arrangement as when the user took responsibility for the premises (see *Cleanup Checklist*); the library reserves the right to retain the users' deposit if this is not the case.
  2. There will be a minimum fee of \$50 charged to the person that reserved the space if the library must clean up after the group. If actual cost to cleaning or repair is more than \$50 the total amount will be billed.
- H. Emergencies
1. In the event of any emergency the library reserves the right to cancel all reservations.

**After your event/meeting, complete the *Cleanup Checklist***

## Learning Center and History Room request

### Contact information

Name individual reserving space \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Name of organization or business reserving space \_\_\_\_\_

Is this a non-profit organization?  Yes  No You may be asked to provide proof of non-profit status.

### Reservation information

Date of 1<sup>st</sup> meeting \_\_\_\_\_ Begin time \_\_\_\_\_ End time \_\_\_\_\_

Date of 2<sup>nd</sup> meeting \_\_\_\_\_ Begin time \_\_\_\_\_ End time \_\_\_\_\_

Date of 3<sup>rd</sup> meeting \_\_\_\_\_ Begin time \_\_\_\_\_ End time \_\_\_\_\_

Description of meeting/s \_\_\_\_\_

Plan to serve alcohol at event/meeting? Yes /No  If yes, please see guidelines in policy.

Signature\* \_\_\_\_\_ Date of Application \_\_\_\_\_

\*Individuals under 18 years of age must have request form signed by a sponsoring adult who must also be present at the meeting.

Failure to comply with Grantsburg Public Library's Learning Center and History Room policy will result in termination of the violator's meeting room privileges.



### Cleanup Checklist

Tables & chairs wiped clean and put in original position

Library's AV Equipment turned off.

Garbage tied up and placed in outside dumpster, garbage liner replaced.  
(Dumpster is located on the north side of the yellow pole shed in the village parking lot)

Tile floor spot cleaned, including restroom

Carpets vacuumed

Restroom toilets flushed

All areas cleared of group's items

Refrigerator cleared of group's items

Serving pieces cleaned and returned to proper place

Microwave, coffee maker and toaster oven clean and turned off

Kitchen and bathroom sinks rinsed out and dry

Counters wiped clean

Lights turned off

Secure the building

If you borrowed library keys, returned in outside book drop

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