

# **Racine Public Library Public Use of Rooms Policy**

- I. Intended Purpose and Sharing of Space**
- II. Public Use of Meeting Rooms**
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## **I. Intended Purpose and Sharing of Space**

The Racine Public Library Public Use of Rooms Policy supports the American Library Association's *Library Bill of Rights* which states in part, "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." The Racine Public Library is committed to racial equity and social justice. Our Library strives to maintain welcoming and inclusive public spaces. Meeting and Study Rooms are heavily used and the Public Use of Rooms Policy aims to support equitable distribution of a shared community resource.

Meeting Rooms, Study Rooms, and the Racine History Room are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the Library's rooms does not constitute the Library's endorsement or advocacy of a meeting's content or an individual/group. Public Use of Library rooms may include content that may be unorthodox, unpopular with the majority, or controversial in nature.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Racine Public Library's Rules of Behavior Policy applies to programs or meetings held within meeting and study rooms. Use of meeting and study rooms should not interfere with the normal functions of the Library. Library staff will have free access to rooms at all times. The rooms may not be used for private social functions. The Executive Director shall be responsible for developing and implementing rules and procedures governing use of the meeting rooms, Study rooms and Racine History Room. Exceptions to the Public Use of Rooms Policy may be made at the discretion of the Executive Director.

## **II. Public Use of Meeting Rooms**

Meeting rooms are intended for larger groups than study rooms, and therefore have additional usage requirements. Non-profit groups and organizations, and business, corporate, for-profit organizations and the general public may be eligible to use the meeting rooms as long as no fee is charged for attendance, no sales or solicitations of customers or the public occur, and no advertisement of services or products takes place. The organization may have information available about its purpose, but this is not a forum to distribute materials. Any purpose which, in the opinion of the Library Board or

its authorized personnel, would be disruptive to the normal operation of the Library will not be allowed. The Library Board reserves the right to deny a return engagement to any party that violates this or any other rule stated in this policy. Permission to use the meeting rooms cannot be granted for activities prohibited under local, state, and/or federal law. The meeting room user must pay the applicable user fee but must not charge an admission fee to the public. Persons using the meeting rooms must comply with all the rules of behavior set forth in the A Library Commitment of Excellence for All Policy. A person's right to request the use of a meeting room or to attend a meeting or program will not be denied because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Users of the meeting rooms are required to comply with the Americans with Disabilities Act in reasonably accommodating persons with disabilities. Library staff may attend or observe any meeting or program at any time. If the activities are inappropriate or disrupt the public's use of the facilities, the staff has the right to stop the meeting.

**Hold Harmless Agreement:**

The user must abide by this policy, indemnify the Library from any damage caused by the user, and hold the Library, the City of Racine, and its employees free from any liability. Details about the rules and fee schedules for meeting rooms usage can be found in the *Meeting Rooms Rules of Use & Fee Schedule*. Contact the Administrative Assistant at 262-636-9170 for more information about or to begin the rental process.

**III. Public Use of Study Rooms**

The primary purpose of the study rooms is to provide space for small groups and/or individuals to meet and work. Capacities of the rooms may vary. Details about reservation and use of study rooms can be found in the *Study Rooms Rules of Use*.

**IV. Public Use of Racine History Room**

The Racine History Room has been established for scholars and researchers needing to use the unique historical Racine materials and resources located in this room.

The Racine History Room equipment and furnishings will be used exclusively for the purpose of local history research and related activities and will be available during normal library hours. The room is not to be used as a study room. Details about the use of the Racine History Room can be found in the *Racine History Room Rules of Use*.

**See also:**

- A. Meeting Rooms Rules of Use & Fee Schedule
- B. Meeting Rooms Application
- C. Study Rooms Rules of Use
- D. Racine History Room Rules of Use

## **A. Meeting Rooms Rules of Use & Fee Schedule**

City departments and committees may use the meeting rooms to conduct City of Racine business if there is no conflict with the Library's need for the rooms. The Friends of the Library and the Racine Public Library Foundation may use the room for meetings and events, which are for the purpose of supporting the Racine Public Library. No fees will be assessed for these uses.

Because the Library uses the meeting rooms routinely in carrying out the varied activities that support its mandated library service, and because of the lack of supporting staff available to provide a full range of meeting rooms services, the use of the Library meeting rooms by the general public is offered only on a limited, self-service basis. To defray the taxpayers' costs for meeting room reservation and maintenance services, the general public is required to pay a fee to use the library meeting rooms.

### **Priority**

In all cases, the Library's use of the meeting rooms will be given first priority. To that effect, the Library reserves the right to cancel a reservation by the general public with two weeks' notice whenever the rooms are needed for Library purposes. If the Library cancels a reservation by the general public, the Library staff will attempt to find an alternate location in the Library for the meeting. All uses other than by the Library will be granted on a first come, first served basis.

### **Provision for Use by Minors**

Minors (under eighteen years of age) must have the meeting room application signed by a sponsoring adult (at least eighteen years of age) who must also be present at the meeting.

The Library's A Library Commitment of Excellence for All Policy and the Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library are applicable to all attendees, and will be enforced in the event meeting room users bring children and leave them unattended while attending meetings.

### **Room Availability During Regular Open Hours of the Library**

The meeting rooms will be available for use by advance reservation from when the Library opens until fifteen minutes before the library closes.

Monday through Thursday	9:00 a.m. -7:45 p.m.
Friday and Saturday	10:00 a.m.-3:45 p.m.

### **Room Availability After Regular Open Hours of the Library**

The entire Library facility may be used for special events after hours only. A separate fee per hour will be charged for the use of the meeting rooms or areas after hours. An additional fee per hour will be charged for a Public Safety Specialist.

### **Reservations**

To reserve a meeting room, a representative of the reserving group, business, or organization, must fill out a reservation form, sign the hold harmless agreement, pay the user fee and file these items with the Administrative Assistant. The Administrative Assistant and the Executive

Director are the only staff members authorized to process meeting room or area reservations and to make the arrangements needed to fill them. Reservation applications, inquiries, or other concerns directed to other Racine Public Library staff members will be referred to the Administrative Assistant and/or Executive Director.

The meeting rooms must be reserved at least 48 hours in advance, and may be reserved up to three months in advance.

### **User Fees**

These rates, set by the Library Board, are reviewed periodically and are subject to change by decision of the Board.

1. Atrium Area  
Seating Capacity: 75  
Fee: \$25 per meeting  
Public Safety Specialist after hours: \$25 per hour
2. Community Room  
Seating Capacity: 77  
Fee: \$100 per meeting  
Public Safety Specialist after hours: \$25 per hour
3. Business Center  
Seating Capacity: 30  
Fee: \$50 per meeting  
Public Safety Specialist after hours: \$25 per hour  
Note: When the Business Center is not reserved by a group, it will act as a dedicated quiet space for community members to use during regular Library open hours.
4. Emily Lee Room  
Seating Capacity: 30  
Fee: \$25 per meeting  
Public Safety Specialist after hours: \$25 per hour
5. Peggy Martin Room  
Seating Capacity: 20  
Fee: \$25 per meeting  
Public Safety Specialist after hours: \$25 per hour
6. Special events at the Library, after hours  
Fee: \$300 per hour  
Public Safety Specialist after hours: \$25 per hour and based on staff availability

All applicable licenses and permits are the responsibility of the user.

### **Room Arrangements**

- The meeting rooms will be set up according to the needs of the user.

- The user is responsible for leaving the room in the condition in which it was found. This includes, but is not limited to
  - taking out the trash and re-lining the bins if the trash is either perishable or overflowing the bins. The user, specifically the person who makes the reservation, will be responsible for all damage to the building, furniture, and equipment and any extra cleaning that is required.
  - The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The Library will make all arrangements for repairs to walls, floors, furniture, etc.
  - The Library may assess a fine to users if extra cleaning is required.

### **Personnel**

The Library cannot provide porter service to transport supplies to or from the meeting rooms, nor any custodial help beyond the normal maintenance of the rooms. The Library cannot provide personnel to assist with meetings or programs or to operate equipment.

### **Storage**

The Library cannot provide storage for property of individuals, businesses, or organizations who meet in the library building, and assumes no responsibility for property whether attended or unattended, before, during, or after meeting room use.

### **Smoke-Free Facility**

Because the City of Racine is smoke-free by City Ordinance, smoking is not allowed in any meeting area.

### **Technology**

The Library can provide a microphone, screen, LCD projector, sound system, and laptop computer. Users who wish to borrow this equipment must request it when they reserve the date. Also upon request, the Library can provide instruction of its use. However, the Library is unable to provide personnel to operate this equipment the day of the event.

Damage to any Library equipment will be billed to the person/organization responsible for the reservation, including repair/replacement. If Library equipment is missing after a group has used the room, the Library will bill the responsible party for the costs of replacement.

### **Prohibition of the Use of the Library Name and Address**

Room renters must receive approval before using the Library's logo in any communications or promotional materials about their use of the space. Communications and promotional materials must not imply that the Library is the host or sponsor of the event. Please send all documents requiring approval to the Head of Business Development, allowing at least one week to respond. Allowing a user group to use a meeting room does not constitute the Library's endorsement of the views of the meeting room user, but is a statement of the Library's adherence to the Library Bill of Rights, assuring equitable and non-discriminatory use of the meeting rooms by the public. All signage on Library property is to be placed by the Library (or at least approved by the Library).

**Hold Harmless Agreement**

The user must abide by all the rules stated in this policy, indemnify the Library from any damage caused by the user, and hold the Library, the City of Racine, and its employees, free from any liability.



## B. Meeting Room Application

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Requested Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_ Number of People: \_\_\_\_\_

If other than normal business meeting, please state the type of activity to be held:

\_\_\_\_\_

- |  |     |    |
|--|-----|----|
| 1. Special Arrangements Required? (Please Circle)  | Yes | No |
| 2. Refreshments and/or Food to be served?  | Yes | No |
| 3. Will you need to use any of the Library's equipment?<br>(laptops, monitors, web conferencing equipment) | Yes | No |

Please specify:

\_\_\_\_\_

Room/Area within the Library being requested:

\_\_\_\_\_

### **AGREEMENT:**

This signed agreement certifies that the applicant has received a copy of, is familiar with, and agrees to abide by the regulations stipulated within the Racine Public Library Public Use of Rooms Policy.

By signing this agreement, the applicant hereby agrees to release from liability the City of Racine, the Racine Public Library Board of Trustees, their agents, officers, employees, and volunteers from any and all costs, damages, or injuries sustained as a result of using any Racine Public Library meeting room or space.

Further, the applicant agrees to indemnify and hold harmless the City of Racine, the Racine Public Library Board of Trustees, their agents, officers, employees, and volunteers from any and all damage, loss, or liability of any kind whatsoever occasioned upon and/or within the library premises, or ways or walks or concourse adjacent thereto, by reason of any bodily injury to, or death of, any person, or by reason of any injury to property of third person occasioned by any act or omission, neglect or wrongdoing of the applicant or any of their officers, agents,

representatives, assigns, guests, employees, invitees, or other persons admitted by the applicant to the premises, and the applicant will, at their, and/or its own cost and expense, defend and protect the Library Board, the City of Racine, their agents, officers, employees and volunteers against any and all such claims or demands.

The Racine Public Library Board of Trustees, the City of Racine, their agents, officers, employees and volunteers are not responsible for the loss of individual property whether attended or unattended, before, during, or after using the library meeting room and/or its spaces.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
*(please print or type)*

Position or Title: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

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**OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ User Fee: \_\_\_\_\_

Copy of Announcement: \_\_\_\_\_ Received \_\_\_\_\_ Not Received \_\_\_\_\_



## **C. Study Rooms Rules of Use**

### **Study Room Use Procedures**

1. To use the study rooms located on the second floor, one member of each group must be at least fourteen or above and must leave a valid picture I.D. (driver's license, student I.D., etc.) or valid library card at the Information Services Station. This person is the "responsible user."
2. The staff person will assign the group to a study room and check the condition of the room when the group leaves. The responsible user must tell the staff when they are leaving, and this person will be held accountable for any damage caused to the room.
3. A vacated room will be considered abandoned after 15 minutes and assigned to the next group. Any personal items remaining in the room will be removed to the Lost & Found. Library staff cannot watch over or be held responsible for users' property.

### **Scheduling**

1. First priority in scheduling the use of study rooms is reserved for Library programs and services.
2. Study rooms may be scheduled for two hours per day. Use of the room beyond two hours a day is available depending on demand for the rooms; frequent users of the study rooms may be given lower priority for booking when demand is high.
3. The staff is responsible for scheduling the use of the study room. Reservations may be made in-person or by calling the Library at 262-636-9217, or scheduling online.
4. Reservations may be made up to one month in advance. Patrons will be asked to provide their name, phone number and the date and time they wish to reserve the room.
5. Reserved rooms will be held 15 minutes beyond the reservations time. Patrons who are unable to keep their reservations are asked as a courtesy to contact the Information Services Station so that their reserved room may be made available to others. Repeated no-shows may lose their study room privileges.
6. Walk-in patrons may request to use a vacant study room if it is not reserved. Time limits for walk-ins may be less than two hours, depending on the reservation schedule.

### **Behavior**

1. Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition.
2. Users may not move tables and chairs into or remove them from a study room. No items shall be taped or tacked to the walls or windows.
3. Windows in rooms may not be covered at any time.
4. Study room lights must remain on at all times.
5. Rooms shall remain unlocked during use.
6. The rooms are not soundproof. Please refrain from talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other Library users which could be heard outside of the study room.
7. Tobacco products and alcohol are not permitted in the study rooms. Covered, non-alcoholic beverages are permitted.
8. Food is not permitted within the study rooms.

## **D. Racine History Room Rules of Use**

The purpose of the Racine Public Library History Collection is to preserve materials that document the history of Racine and Racine County, and to make these materials available to researchers and the general public.

The Racine History Room collection contains current and historical information about the City of Racine and Racine County. Included in this collection are items published in Racine, about Racine or created by Racine citizens. Also included are materials by Western Publishing, minutes of local governing bodies, postcards, newspapers and vertical files which contain newspaper clippings. Materials are placed in the Racine History Room collection because they are unique, costly to replace or irreplaceable.

### **Gifts and Donations**

The Racine Public Library welcomes gifts and donations or artifacts and other memorabilia, which relate in a meaningful way directly to the history of Racine and Racine County. Acceptance of such material is subject to the approval of Library staff. Consideration will be given to appropriateness of the material and the ability of the Library to store and house such material in a safe and efficient manner.

Gifts of money, given outright or as memorials, are also accepted and can be designated for the Racine History Room. If the donor has a special area of interest it will be taken into consideration when making the purchase, however, it may be difficult to find items in certain subject areas due to limited publications. In those instances, the library reserves the right to purchase what it deems appropriate. All gift materials are acknowledged and recognized on the item.

### **Withdrawing Materials**

The Racine Public Library reserves the right to withdraw materials according to the Collection Development Policy guidelines.

### **Room Use**

1. The Racine History Room equipment and furnishings will be used primarily for the purpose of local history research and related activities and will be available during normal library hours. The room is not to be used as a study room.
2. Patrons wishing to view materials outside of the Racine History Room, must leave a library card or a state/government issued photo ID at the Information Services Station. Patrons will receive one item from the collection at a time.
3. Library staff will retrieve materials for patrons.
4. Coats, bags, purses, backpacks, etc. will not be permitted in the Racine History Room, but can be stored at the Information Services Station.
5. Food and drink are not permitted in the Racine History Room.

6. Ink pens of any kind are not permitted while using the materials. Notes must be taken in pencil or by computer.
7. Laptops, cameras and scanners are permitted. Certain materials may not be copied, and are clearly marked.
8. Materials must be handled with care; they must not be leaned on, written on, folded, or otherwise handled in any way likely to cause damage to them.
9. All materials in the Racine History Room are considered reference and will not be circulated.
10. Community members may use the copy machine and scanner located within the Print Center to make copies of certain materials. It is the responsibility of the user to follow all copyright laws.
11. Community members must return materials to staff members to be reshelved, community members are not allowed to re-shelve the materials. Once all items have been returned, community members will receive their ID back.
12. Community members wishing to view microfilm materials must request the years at the Information Services Station and the Library Staff will pull the reels to be used at the microfilm station outside of the Racine History Room.

Approved by: RPL Board of Trustees

Approved Date: April 20th, 2023 (*January 19th, 2023*)

Review Schedule: Annual

Next Review Date: April 2024