

Meeting Room Policy

- A. The meeting room is available to individuals, organizations, or businesses in the library's service area for non-profit activities. Only Library sponsored or co-sponsored meetings or programs may involve the sale of items, fundraising activities, or solicitation of donations. Activities involving the sale of commercial products or services are prohibited. All events must be free and open to the public. Library staff may attend or observe any meeting or any program at any time.
- B. Events that are strictly social in nature such as parties, reunions, etc. are not permitted except for use by city employees. Meetings or activities should be civic or educational in nature.
- C. Available space limits group size to 50 people. If the attendees are under the age of 18, at least 1 responsible adult must be present for every 25 children.
- D. Use of the meeting room does not in any way constitute an endorsement of the group/individual's activities, viewpoints, policies or beliefs by the G.E. Bleskacek Family Memorial Bloomer Public Library.
- E. The room is reserved on a first-come basis at least 24 hours before use and no more than 90 days in advance. The library will have priority in the use of the room and reserves the right to cancel a scheduled reservation in case of an emergency, library closure or by giving at least 7 days' notice.
- F. Fees shall not be charged for admission or any other meeting costs (e.g., speakers, materials, membership fees or refreshments.)
- G. Only non-alcoholic beverages and food may be served and shall be provided by the group. Exceptions may be allowed for library events in compliance with city ordinances regarding alcoholic beverages. Smoking, vaping, use of illegal substances, and open flames are not allowed within the library's buildings or on its grounds.
- H. Each group is responsible for arranging the meeting room for their use and returning it clean and to its original configuration. Violations may result in the room no longer being available for their use.
- I. The G.E. Bleskacek Family Memorial Bloomer Public Library is not liable for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending an activity.
- J. The G.E. Bleskacek Family Memorial Bloomer Public Library does not assume any liability for groups or individuals attending any activity within the library's building or on its grounds. Unlawful purposes or groups advocating for, or inciting violence are prohibited.
- K. The group/individual using the room is responsible for turning off all utilities and securing the building during hours of non-operation.
- L. The group/individual using the room must sign the attached Public Meeting Room Use Agreement Form annually or if a new person is designated as the responsible party for the group.
- M. The group/individual using the room will agree to abide by all Library policies, and state and federal laws and regulations.

Bloomer Public/ G.E. Bleskacek Family Memorial Library
Public Meeting Room Use Agreement Form

Name of Group: _____

Name of Responsible Party (must be 18+years): _____

Address: _____ City: _____

Phone: _____ Date & Time of Use: _____

Library Card # or Driver's License #: _____ Approximate Attendance: _____

I affirm that I am/my group is not charging an admission or collecting fees from attendees. ____ (Initial)

I affirm that I/my organization will not have more than 50 people in the room at any one time. ____ (Initial)

I/my organization agrees to pay for any damage to library property resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its attendees. ____ (Initial)

I/my organization agrees to hold harmless the Bloomer Public/G.E. Bleskacek Family Memorial Library from and against all liability that may be imposed on it for any injury to persons or property caused by the organization or any person associated with the activity in the meeting room. ____ (Initial)

I/my organization understands that the Bloomer Public/G.E. Bleskacek Family Memorial Library assumes no liability for any property placed in the building in connection with the meeting. The Bloomer Public/ G.E. Bleskacek Family Memorial Library is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained within the library's building or on its grounds. ____ (Initial)

I agree to leave the room in a clean and tidy condition with furniture restored to its original configuration upon completion of use. ____ (Initial)

I agree to properly secure the building and turn off all utilities upon completion of use. ____ (Initial)

If the event is held outside library hours, the responsible party will need to check out a key to the front door. The key must be placed in the library book drop (near the front door) immediately after the meeting. Failure to return the key may result in billing the responsible party \$250 for lock replacement. ____ (Initial)

I understand that if the library is closed due to weather, emergency or with at least 7 days' notice the meeting will be cancelled. ____ (initial)

I agree to abide by all Library policies, and state and federal laws and regulations. ____ (initial)

For groups/individuals using the room regularly, a new form must be completed, signed, and dated annually or if the person designated on the form as the responsible party should change.

Signature: _____ Date: _____

Library Staff Approving Use: _____ Date: _____

Date meeting reservation was posted on library events scheduling calendar: _____