

**Meeting & Study Room Policy**(Approved: July 2023)

1. Purpose: The library multipurpose room (MPR), Study Room A, and Study Room B are designated primarily for library-sponsored events and programs as needed. When not being used for library activities, these spaces will be available for community groups, subjected policies of the library board.
2. General Guidelines
	1. Adults, 18 and older, can reserve the Multipurpose Room and Study Room A. Study Room B may be reserved by ages 13 and up. When requesting for a group, the individual placing the reservation should have an MORE library card.
	2. Reservations can be made 60 Days in advance with library staff or on the library website (LINK PENDING). Consecutive reservations should not exceed 3 at a time, unless cleared with Library Director.
	3. All reservations should be scheduled for open library hours. Usage outside those hours for the Multipurpose Room requires approval by the library director. After hours use of Study Rooms is not permitted.
	4. After Library use, priority is given to (in no order): government, cultural, and service agencies supported by community funding, community clubs and organizations, religious groups for meeting and events (excluding services), political groups (candidate forums, listening sessions, Town Hall meetings)
	5. All use should be free and open to the public
	6. Publicity should include the statement: “Not Endorsed or Sponsored by the Cadott Community Library”
	7. Refreshments may be served. Alcohol cannot be served without permit from the Village of Cadott and permission of the Library Board
	8. Study Rooms are available on a First-Come-First Served basis.
	9. Individuals placing reservations are responsible for cleaning after use. Library-owned equipment and furnishings used may be left to responsibility of library staff.
	10. Multipurpose room has a 4-hour time limit, Study Rooms 2 hours. Library staff can grant additional time if there are no other reservations.
3. Usage: Rooms are available for programs sponsored by governmental units, non-profit, educational and cultural agencies, charitable organizations, community service agencies, corporate groups, and other responsible individuals and groups.
	1. Examples of Permitted Use (not exhaustive):
		1. Any program of which the library or Friends of the Cadott Community Library is a sponsor, participant, host, or cooperating agent such as: storytimes, literacy events, public speakers, discussion groups, film viewings, presentations, or workshops
		2. Village of Cadott Government use (voting, committee meetings)
		3. Political Meetings (Candidate forums, Listening Sessions, Town Hall meetings)
		4. Religious groups (Bible study, book group, meetings, events)
		5. Government agencies supported by community funding (United Way, WIC, ADRC, Family Resource Center)
	2. Restrictions on Use:
		1. Rooms may not be reserved for any purpose that would interfere with normal use of the library by opinion of the Library Director or Library Board. Reasoning may include excessive noise, a safety hazard, security risk, or potential damage to library property
		2. Commercial Events (Exception: Library or FOCCL sponsorship of such events)
		3. Political campaigning
		4. Religious services
		5. Purely social events (parties, receptions, reunions)
4. Multi-Purpose Room
	1. 4 Hour Limit
	2. Occupancy maximum: 100 people
	3. Includes: Tables, Chairs, screening equipment, Kitchenette, WiFi access
5. Study Room A
	1. 2 Hour Limit
	2. Occupancy Maximum: 12 people
	3. Includes: Tables, chairs, screening equipment, WiFi access
	4. Suggested uses: Small group meetings, club gatherings, STEAM/Maker programs, large group study, or tutoring
6. Study Room B
	1. 2 Hour Limit
	2. Occupancy Maximum: 4 People
	3. Includes: Tables, Chairs, WiFi access
	4. Suggested uses: Individual or small group studying, tutoring, interviews, teleconferencing.