

ROSEMARY GARFOOT PUBIC LIBRARY - VILLAGE OF CROSS PLAINS MEETING ROOMS USE POLICY

The meeting rooms located in the Rosemary Garfoot Public Library facility at 2107 Julius Street are open to all groups and persons regardless of their beliefs or affiliations. There shall be no restrictions regarding religious, political or business activities other than they be lawful.

- The Library and other Village departments take precedence over all groups and persons in use of the meeting rooms. The Village and Library reserve the right to revoke permission to use a meeting room if needed by Village departments and/or committees.
- Use of rooms will be free to non-profit organizations.
- All other groups and persons will be charged a set fee of \$50.
- Reservations are not valid until application is completed and fee paid.
- Non-profit groups or individuals using the meeting rooms may not charge admission, nor collect or request contributions or donations.
- Groups renting the meeting rooms for private events may charge for services when applicable.
- The meeting rooms will be available on a first come, first served, reserved basis.
- There shall be no priorities among activities for public use of the rooms with the exception of the Golden Agers senior citizen organization. The Golden Agers have a permanent room reservation on the 1st Thursday of each month. The room will be unavailable from 9:00 a.m. until 5 p.m.
- The Village and Library assume no responsibility for personal belongings or organizational equipment in connection with the use of meeting rooms.
- No belongings or organizational equipment may be stored in the facility. All available storage space is for library use only.
- The Rosemary Garfoot Public Library and meeting rooms may not be used as the address or headquarters of any group.
- Failure to contact the Library to cancel a room reservation prior to the scheduled meeting will result in termination of the contract following the third infraction.
- The Village and Library reserve the right to deny or terminate the use of meeting rooms as a result of disorderly conduct or violation of the regulations listed in this document. Termination will occur after one warning from the Village Administrator.