



# ROOM RESERVATION AND USE POLICY

Greenfield Public Library  
5310 W Layton Avenue  
Greenfield, WI 53220  
(414) 321-9595  
[www.GreenfieldLibrary.org](http://www.GreenfieldLibrary.org)

## GREENFIELD PUBLIC LIBRARY

The Library Board seeks to promote the Library's mission by facilitating the free exchange of ideas and information, robust discussion of issues and events, and enhancement of lifelong learning through literacy, educational, informational, recreational and entertainment programs, workshops, seminars, meetings, forums, and private events.

The goal of this policy is to govern the reservation and use of the Community and Conference rooms for non-library community functions. Room use for library functions will take priority over use by all other groups. Library room use and will be scheduled first each season before other room reservations are considered.

In renting the rooms to outside organizations or persons, the views and content of their programs are solely their own, and do not represent those of the Greenfield Public Library.

### **A. CAPACITY LIMITS:**

COMMUNITY ROOM: When set up with banquet tables or seminar tables, the Community Room has a capacity limit of 50 persons. When set up with auditorium style chairs only with no sit-down tables, the Community Room has a capacity limit of 85 persons. When set up with some chairs, floor seating for children and/or standing room for adults, the Community Room has a capacity limit of 100 persons.

CONFERENCE ROOM: The 2<sup>nd</sup> Floor Conference Room has capacity limit of 20 persons.

### **B. APPLICATION PROCESS:**

1. An official Greenfield Public Library Room Reservation Application form must be filled out and signed by an adult at least 18 years of age. This application form will be made available to the public at the library Reference Desk and on the library's web page.
2. No phone reservations will be accepted.
3. The library will approve or decline a reservation application within 5 business days whenever possible. The reservation application must be accompanied by the deposit, when applicable, in order to be formally considered for possible room rental.
4. All verbal information provided about room availability on a certain date or time should be considered tentative. No reservation will be confirmed until a deposit is received. Upon confirmation, the library will submit a room rental contract to the applicant. The applicant must submit the signed room rental contract with full payment of room rental fees to library administrators prior to the event date.



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## C. FEES AND RESERVATION TERMS:

GROUP TYPE	PRIORITY ACCESS LEVEL	\$50 DEPOSIT REQUIRED	RESERVATIONS MONTHS IN ADVANCE NOT TO EXCEED	COMMUNITY ROOM RENTAL FEE PER HOUR	CONFERENCE ROOM RENTAL FEE PER HOUR	AUDIO-VISUAL EQUIPMENT FEE PER RESERVATION	\$100 FURNITURE SET-UP & TAKE-DOWN FEE
1	Greenfield Public Library	N/A	N/A	N/A	N/A	N/A	N/A
2	Greenfield City Government & Departments	No	6	\$0	\$0	\$0	\$0
3	Greenfield-based public schools	No	6	\$0	\$0	\$0	\$0
4	Greenfield -based civic & community organizations	Yes	4	0	0	\$0	\$100
5	Wisconsin-based public educational institutions	Yes	3	0	0	\$0	\$100
6	Milwaukee metropolitan area- based non-profit organizations, groups and clubs	Yes	3	\$25	\$15	\$25	\$100
7	Individual, private & commercial uses by Greenfield residents	Yes	3	\$50	\$25	\$50	\$100
8	Individual, private & commercial uses by non-Greenfield residents	Yes	3	\$100	\$50	\$50	\$100



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## C. IMPORTANT NOTES:

1. There is a limit of 4 reservations per year for group type 4, 5 and 6.
2. In order to qualify for group type 4, the majority of a group's board members or membership must reside in Greenfield, or the group must have an official address in Greenfield.
3. In order to qualify for group type 7, the host or honored guest of the private event must reside in Greenfield, or the commercial, civic or cultural organization's official address must be located in Greenfield.
4. Applicant who requests that library staff set up and/or take down furniture must do so at the time of making the reservation. The set up/take-down fee is non-refundable unless the room reservation is cancelled.
5. The refundable \$50 deposit will be returned in the same form of payment (either cash, check or credit card) following the room use and staff inspection to determine if the room was returned in clean condition and without damage to the facilities, furnishings or equipment.
6. For those setting up the furniture themselves, there will be a \$100 take-down fee assessed to the named reservation applicant if the furniture in the room is not returned to its initial configuration.
7. There will be no charge for use of the kitchen sink, microwave, refrigerator, podium, or microphone.

## D. HOURS AVAILABLE FOR ROOM RESERVATIONS:

1. The Community Room and Conference Room will be made available during the following hours: Monday – Thursday, 9:00am- 8:00pm; Friday, 9:00am-5:30pm; Saturday, 9:00am-3:00pm; Sunday, 1:00-4:00pm. The library is closed on Sundays between Memorial Day and Labor Day, and no reservations will be accepted on those days. No reservations will be accepted on holidays for which the library is closed.
2. The Conference Room is not available the 3<sup>rd</sup> Thursday of each month in the evening, due to a standing reservation of the Library Board.
3. The library reserves the right to decline any reservation whose scheduling would interfere with ordinary library or municipal operations and functions.
4. In the event that the library closes for an emergency such as inclement weather, the Library reserves the right to cancel any reservation held during the closure without any liability. In the event the library alters its open hours or terms of service during a health emergency, the library reserves the right to cancel a reservation and/or require observance of the health and safety measures that are being enforced for all visitors to the library at that time.

## DI. LATE EXIT FROM THE ROOM

Library staff members on duty are assigned to ensure that room use is conducted in a safe, non-disruptive manner at all times, and that the room use occurs within the limits of the contracted times and terms. The reservation's named applicant is required to ensure that all guests at their event follow all terms of their contract. If all guests have not fully exited from the room, or the room is not fully emptied of items by the contracted reservation end time, the deposit will be forfeited and additional fees may be charged.

## DII. DAMAGES & CLEAN-UP:

1. The reservation's named applicant assumes full financial liability for damages and clean-up costs



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incurred through the duration of the reservation regardless of which visitor was at fault. It is the named applicant's responsibility to return the room to the furniture arrangement in place as they found it, unless a set-up/take down fee has been prearranged.

2. After each room rental, library staff will complete a room condition inspection to assess the condition of the room.
3. In the event that damage or cleaning fees are incurred, the named applicant will be charged at the library's full cost.

## **E. LIABILITY WAIVER/INDEMNIFICATION:**

Prior to the room reservation's use, the reservation's named applicant must agree in writing to comply with the Greenfield Public Library's policies and to fully release and discharge the Greenfield Public Library Board, the City of Greenfield, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the reserved room use in the Greenfield Public Library; and further agree in writing to indemnify and hold harmless and defend the Greenfield Public Library Board, the City of Greenfield, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses which may arise or may be alleged to have arisen out of, or in connection with the reserved room use in the Greenfield Public Library.

## **F. MISCELLANEOUS:**

1. No alcoholic beverages or smoking will be allowed on the Library property, including the outdoor areas.
2. The Library Director will decline a reservation to any organization whose past use interfered with the normal library operations or functions, or resulted in damages.
3. The Library will end any program whose use is disruptive to the ordinary library or municipal operations or functions.
4. The Library Director's decision to decline a reservation can be appealed to the Library Board at its regular monthly meeting. Written notice requesting an appeal must be received by the library by the first of each month in order to be considered by the Library Board at its next meeting. Library Board meetings usually occur the 3rd Thursday of each month.
5. There will be no reservations taken for the study rooms. These rooms will be made available on a first-come, first-served basis. Use may be limited to 2 hours per person per day if others are waiting for the room.

6. **MISSION:** It is the mission of the Greenfield Public Library to provide library service which meets community needs in a professional, efficient, friendly manner and to provide access to materials, facilities, equipment and staff to facilitate retrieval of information and knowledge that enriches the life and fulfills the informational, cultural, civic, leisure and educational needs of the individual. This mission shall guide board and staff management of reservations and use of the Community and Conference rooms by outside organizations and persons.