

Hedberg Public Library
A101 Meeting Rooms
Board Policy
Last update - June 2008

Policies regarding the use of various rooms in the library for meetings are as follows:

Program Room/Woodruff Training Room

The Program Room and Woodruff Training Room are used only for library related programs and activities such as children's programs, presentations to classes and other groups, adult and young adult programs, and training sessions for the staff. With approval of the library director, affiliated groups such as the Arrowhead Library System and the City of Janesville may use the rooms.

Group Study Room

The Group Study room is a small room on the main floor with a table and four chairs. This room is booked for groups of 2-4 people by the staff at the Service Desk, as long as the room is not used for sales of goods.

Restrictions on the duration and frequency of groups' use of the room will be set by the library director. If the room is not booked, it is open for public use on a first-come, first-served basis, but a group of 2-4 people will take precedence over a person who is using the room alone. If the group study room is in use, staff will direct groups of 2-4 to the quiet talking area.

The room has a maximum capacity of four people.

Janesville Room

The Janesville Room is not available for meetings. Its purpose is for quiet research.

Public Meeting Room

Hedberg Public Library's Public Meeting Room accommodates groups of 5 to 25 people and is located off the lower lobby. It seats about 15 at tables and 25 in classroom style. To make the meeting room accessible to as many people as possible, the following restrictions will be applied.

Limits and application for use

The Public Meeting Room is available to individuals and community groups with the proviso that no selling of goods is to take place, and no strictly social events like birthday parties or baby showers are held. Bookings must be made by an authorized representative of the group who will take responsibility for the condition of the room after the meeting. This person must be an HPL cardholder in good standing. The applicant must be at least 18 years of age. No services are available from library staff other than those normally offered to library patrons.

Bookings are accepted weekdays 9-5. Bookings will be accepted no earlier than two months before the desired meeting date. For example, for a meeting to be held on April 10, the earliest date an application may be submitted is February 10.

Use of the room by any organization is limited to one meeting per week, with a maximum time per meeting of four hours including set-up and take-down.

Hours

Meetings must be scheduled for hours that the library is open, and must adjourn at least 15 minutes before the library closes. No access is possible beyond scheduled library hours.

Equipment

In addition to tables and chairs, a portable, lightweight podium is available. No other equipment is available. Wireless Internet access is available for users with their own wireless-ready laptop computer.

Room Arrangements

The library assumes no responsibility for setting up the room. Users may set the room up as needed. Take down instructions are posted in the room.

Catering

Food and non-alcoholic beverages may be brought into the room. There are no kitchen facilities available. Meeting room users are encouraged to purchase refreshments from The Ground Floor.

The meeting room may not be used for:

1. Any purpose which, in the opinion of the library director and/or the library board, may interfere with normal use of the library.
2. A return engagement by a group that has abused the facility in its earlier use or has violated any of the regulations set forth in this policy statement.

In light of the special relationship that the library shares with other city departments and library organizations, HPL reserves the right to make special accommodations for their needs.