



## Hudson Area Public Library Public Meeting Room Reservation Form

Mark one:  **Room 205** (4 seats)  **Room 206** (4 seats)  **Room 216** (6 seats)  
 **Room 219** (Conference room - 20 seats)

Meeting Date #1:	Meeting Date #2:	Meeting Date #3:
Start Time:	Start Time:	Start Time:
End Time:	End Time:	End Time:

The first meeting of the day can be no earlier than 15 minutes after the library opens and the last meeting must be over 15 minutes before the library closes. Library hours are Monday, Tuesday, Wednesday, and Thursday: 10:00 am - 8:00 pm, Friday: 10:00 am - 6:00 pm, Saturday: 10:00 am - 3:00 pm.

Name of your organization or group:

Is the meeting free of charge for those attending?  Yes  No If no, explain:

Inquiries will be directed to the contact person. **One member of the group must be a MORE Library cardholder.**

Library Card number:	Name of cardholder (if different from contact person)
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Contact Person:

Street Address:

City:	State:	Zip Code:
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Work Phone:	Home Phone:	Please indicate your preferred method of contact: <input type="checkbox"/> email <input type="checkbox"/> home phone
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E-mail address:	<input type="checkbox"/> work phone
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The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of the Hudson Area Public Library meeting room. The undersigned assumes responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to the library facilities or library or personal property, or loss of library or personal property that may result from the use. See the guidelines for the use of the room in this packet.

The meeting room may be reserved at the Children's Desk on the second floor, sending this form by email to [HUDSONPL@HUDSONPUBLICLIBRARY.ORG](mailto:HUDSONPL@HUDSONPUBLICLIBRARY.ORG) or by mailing this form to: Hudson Area Public Library, 700 First Street, Hudson, WI 54016. **MEETING ROOM AVAILABILITY WILL BE GIVEN OVER THE PHONE, BUT NO RESERVATION WILL BE MADE UNTIL THIS FORM IS RECEIVED.** Cancellations may be made by calling 715-386-3101 ext. 303 or via email: [HUDSONPL@HUDSONPUBLICLIBRARY.ORG](mailto:HUDSONPL@HUDSONPUBLICLIBRARY.ORG).

You may check our online calendar to see if a room is available or to confirm your reservation ([HUDSONPUBLICLIBRARY.ORG/meeting-rooms](http://HUDSONPUBLICLIBRARY.ORG/meeting-rooms)).

Signature of applicant:

<b>FOR OFFICE USE:</b>	
Received by (staff name):	Date:

# Patron Services: Meeting and Study Room Policy

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## Meeting and Study Room Policy

**Approved by Board of Trustees: May 10, 2010**

**Effective Date: May 10, 2010**

**Revision / Review Date: February 15, 2011; December 12, 2011**

The meeting rooms on the second floor of the Hudson Area Joint Library are available for use by community groups for presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Hudson Area Joint Library. Use of the meeting rooms should not interfere with the normal function of the Library and must conform to the guidelines of this policy. Meeting rooms and study rooms are available to the public free of charge without regard to the beliefs or affiliations of the individual or group requesting use.

### Guidelines and General Rules of Use

#### 1. Meeting Room Reservation Guidelines:

- At least one member of the group must have a MORE library card.
- A Meeting Room Application must be completed and submitted in order to reserve a room.
- The applicant must agree to abide by this policy, as well as applicable laws, regulations, and policies.
- Events presented by the Hudson Area Joint Library take priority, with secondary preference being given to the Hudson Area Library Foundation and the Hudson Area Friends of the Library.
- A single group may make advanced reservations for up to three consecutive meetings. Additional reservations, by the same group, are allowed after the final consecutive meeting.
- Reservations are accepted up to 60 days prior to the desired meeting date.
- Usage is limited to once a week per group with a time limit of four hours.
- Meeting rooms are available during normal open hours.
- Requests to reserve a meeting room are made at either of the information desks on the second floor of the Library or on the Library's website.

#### 2. Meeting Room Rules of Use:

- Meetings must be free and open to the public, such as public lectures, panel discussions, film and slide presentations, group discussions, workshops, and other similar functions.
- Meeting may be presented by organizations or individuals engaged in free educational, cultural, intellectual, governmental or charitable activities.
- When not reserved, Room 219 is available as a quiet study area for multiple individuals.
- Meeting rooms and study rooms must be left in a clean, orderly condition after use. Users are responsible for any and all damage caused by their use of the room and / or equipment.
- Attaching items to the walls, temporarily or permanently, is prohibited.
- Light refreshments may be served. Alcohol may not be served.
- Library staff may monitor all meetings, programs, and events to ensure compliance with library policies.
- The Library does not advocate or endorse the viewpoints of meetings or meeting room users, and users must not imply that an event is endorsed, sponsored, co-sponsored, or approved by the Library.

## HUDSON AREA JOINT LIBRARY POLICIES

3. The following are prohibited uses of meeting and study rooms:
  - Any purpose which may interfere with the regular operation of the Library.
  - non-Library sponsored recitals
  - Use that involves the sale, advertising, solicitation (including the solicitation of donations or gifts) and / or promotion of commercial products or service.
  - Personal, company, or family parties.
  - Use that requires a fee of any kind, such as entrance or participation fees, with the exception of library fundraising events.
  - Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
  - Fundraising activities, except for those events sponsored by the Hudson Area Library, Hudson Area Library Foundation or Friends of the Hudson Area Library.
  - “fee-for-service” e.g. tutoring sessions, taking of legal depositions, interviews or other such activities that charge the participants a fee.
  - Use that involves illegal activity and / or activity that may pose a safety risk to persons or property.
  
4. Study Room Rules
  - Meeting and study rooms (205, 206, 216) are available for use on a first-come, first-served basis.
  - Rooms may be reserved for up to two hours. Extensions may be granted, if no one is waiting.
  - Anyone using a room beyond two hours understands that when another user wishes to use the room for two hours, the room becomes available to the next user.
  - Requests to use a meeting room should be made at either of the Information desks located on the second floor of the Library.
  - Employers and job placement agencies may use the study rooms to conduct interviews, with approval.
  - Individuals may request a specific room, if it is not in use.

### Disclaimer

The Library shall not be liable for any loss, damage, or personal injury resulting from the use of the Library’s meeting and / or study rooms. The Library makes no warranties or representations regarding its meeting and study rooms. In exchange for being permitted to use these rooms the user agrees to indemnify, defend, and hold harmless, the Hudson Area Joint Library, its agents and representatives, the Hudson Area Joint Library Board, Library employees, and volunteers, as well as the four joint municipalities—City of Hudson, Town of Hudson, Village of North Hudson, and Town of St. Joseph—from any claims of loss, damages, or injuries arising in any way out of the use of this equipment.