



## Hudson Area 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 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 Joint 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 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 the Help Desk at 715-386-3101 ext. 103 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-room](http://HUDSONPUBLICLIBRARY.ORG/meeting-room)).

Signature of applicant:

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



# Hudson Area Joint Library Policy

**Title: Meeting Room Policy**

**Effective Date: May 10, 2010**

**Approved By: Library Board**

**Date(s) of Revision: February 15, 2011, December 12, 2011, June 11, 2012**

**Revision Frequency:**

## Purpose

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.

Meeting room facilities are available on an equal basis and for a group with at least one member having a MORE library card. Regardless of the beliefs or affiliations of individuals or groups the meeting room is available on an equal basis for their use.

### 1. Meeting Room Reservation:

- in order to accommodate as many community groups, advance reservations are allowed for up to three consecutive meetings
- additional reservations by the same group is 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 working hours
- requests to reserve a meeting room are made at the help desk located on the first floor of the Library

### 2. Rooms may be used for but are not limited to:

- meetings which are open to the public
- public lectures, panel discussions, film and slide presentations, group discussions, workshops, and other similar functions
- organizations or individuals engaged in free educational, cultural, intellectual, governmental or charitable activities
- room 219 is available as a quiet study area for multiple individuals unless reserved by a group in advance

### 3. Rooms may not be used for

- any purpose which may interfere with the regular operation of the Library
- non-Library sponsored recitals

# Hudson Area Joint Library Policy

- programs involving the sale, advertising, solicitation or promotion of commercial products or service
- personal, company, or family parties
- “fee-for-service” e.g. tutoring sessions, taking of legal depositions, interviews or other such activities

Meeting rooms (205, 206, 216) are available for use on a walk-in basis for up to two hours. After two hours the room becomes available for use on a walk-in basis. 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 (205, 206, 216) are made at the help desk located on the first floor of the Library.

Use of the meeting room does not imply endorsement of any particular program or viewpoint by the Library employees or Trustees.

Users agree to abide by all regulations of the Library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

No admission fee, registration fee, nor donations may be sought for meeting attendees, except by local non-profit educational, social service or cultural organizations with specific permission of the Library Director.

**Appendices:**

**Supporting Documents: Public Meeting Room Guidelines; Public Meeting Room Reservation Form**



# Hudson Area Joint Library Guidelines

**Title: Public Meeting Room Guidelines**  
**Effective Date: February 15, 2011**  
**Approved By: Library Board**  
**Date(s) of Revision: December 12, 2011**  
**Revision Frequency:**

1. You will be admitted to and vacate the meeting room at the appointed time.
2. Library staff may not carry supplies, provide custodial help other than normal room maintenance, assist with meetings or operate equipment. Messages cannot be relayed to meeting attendees except in emergencies.
3. Groups may not charge registration fees or require the purchase of an item as a condition of attending a meeting in the room.
4. Using the name, address or telephone number of Hudson Area Joint Library as the address or headquarters of any group using the Library for meetings is prohibited.
5. Library staff may attend or observe any meeting or program at any time.
6. Food and non-alcoholic beverages may be brought into the room. No kitchen facilities are available and refreshments may not be prepared in the room.
7. Wireless Internet access is available for your own wireless-ready laptop computer.
8. Excessive noise is not allowed.
9. Clean the room before leaving by rearranging the furniture to its original place and removing waste.