

MEETING ROOM POLICY

Adopted by New Richmond Community Library Board of Trustees:
Revised:

Purpose

The New Richmond Community Library transforms lives by promoting literacy and lifelong learning, providing access to diverse resources, and fostering safe and inclusive spaces. We build community connections, foster imagination, and open up a world of ideas.

We are a welcoming and engaging space where all are invited to learn, explore, and connect.

In alignment to our commitment to creating and providing opportunities for community connection, the New Richmond Community Library provides spaces appropriate for public gatherings. This policy is intended to govern the use of these spaces by non-library entities or individuals.

Eligible Uses

Meeting and study rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the Library's rooms does not constitute endorsement or advocacy of a meeting's content or an individual or group. The Library adheres to the principles of intellectual freedom adopted by the American Library Association, as expressed in the Library Bill of Rights.

Overview of Meeting Spaces

City of New Richmond Community Rooms

The City of New Richmond offers some community meeting room spaces that are located in the library building. These spaces are fully managed by the City and the use of them is governed by the City of New Richmond Meeting Room Policy. These spaces may be available outside of the regular Library operating hours.

These rooms include:

1. RCU Meeting Room AB: This large is our largest meeting room and has a total capacity of 138 when set up in theater style. It has 16 48" tables, 16 72" tables and 138 chairs. It also has access to the following:
 - a. 2 Podiums
 - b. Sound system
 - c. Free public WiFi
 - d. 2 large plug-and-play monitors
 - e. Kitchenette with refrigerator and microwave

2. The RCU Meeting Room can be broken down into 2 smaller rooms, RCU A and RCU B.
 - a. RCU A is the north half of the room. It has a capacity of 67 when set up in theater style and can hold 16 tables in classroom style set up.
 - b. RCU B is the south half of the room. It has a capacity of 71 when set up in theater style and can hold 16 tables in classroom style. RCU B is adjacent to the kitchenette.
3. Information room 118, which can be a registration desk, coat room, or information booth.
4. Conference Room 109: This room is located just off the main entry corridor and is adjacent to RCU Meeting Room AB. It is set up in a casual style with a couch and lounge chairs. It has a maximum capacity of 8. This room also has:
 - a. 1 plug-and-play monitor
 - b. Free public WiFi
5. Conference Room 117. This room is located just off the main entry corridor on the east side of the hallway. It is set up with a large table and 10 chairs. It has a maximum capacity of 12. It has access to:
 - a. 1 plug-and-play monitor
 - b. Free public WiFi

Library Meeting Rooms

The New Richmond Community Library has the following spaces available for use. All of these spaces are located within the Library and are accessible only during the Library open hours. All of these spaces are governed by the New Richmond Meeting and Study Room Policy (this policy).

6. Conference Room 119. This room is located immediately inside the main Library entrance. It is set up in board room style with a large table and 8 chairs. It has a maximum capacity of 10. This room has access to:
 - a. 1 plug-and-play monitor
 - b. Free public WiFi
7. Conference Room 120. This room is located inside the main library entrance. It is set up in a casual conference style with a table and 7 chairs. It has a maximum capacity of 9. This room has access to:
 - a. 1 plug-and-play monitor
 - b. Free public WiFi
8. Conference Room 134. This room is located inside the Library, adjacent to the Adult section. This room is accessible from the staff workspaces as well as the main library. It is set up in conference room style with a table and 8 chairs. It has a maximum capacity of 10. This room has access to:
 - a. 1 plug-and-play monitor
 - b. Free public WiFi
9. Breakout Room 122. This room has a maximum capacity of 7 people and is set up in a lounge style format that is ideal for gaming or casual meetings. This room has access to the following:

- a. 1 plug-and-play monitor
 - b. Free public WiFi
10. Breakout Room 123. This room has a maximum capacity of 6 people and is set up with a small conference room table. This is ideal for small group work, tabletop gaming, or small group book discussions. This room has access to the following:
- a. 1 plug-and-play monitor
 - b. Free public WiFi
11. Multipurpose Room 124. This room has a maximum capacity of 15 people. It is set up with three worktables. 2 of the tables are at standard sitting height, and one is at standard standing height. This room has access to the following:
- a. Vinyl flooring for easy cleaning
 - b. 1 sink and counter space
 - c. 1 plug-and-play monitor
 - d. Free public WiFi
12. Study Room 125. This room has a maximum capacity of 3 people. It is set up with a small worktable and a few chairs. This room is ideal for small group or individual study, private virtual meetings, one-on-one meetings, or exams that need proctoring.
13. Study Room 126. This room has a maximum capacity of 2 people and is set up with a built-in counter along one wall and one chair. An additional chair could be pulled in as needed. This space is ideal for individuals to study, do homework, hold virtual meetings, or take exams.

Priority of usage

Library rooms are available to anyone in the community to use. However, some uses will take precedence over other uses. Higher priority users will have access to reserve rooms earlier and will have the ability to move another group out of a specific space in certain circumstances.

1. Priority 1: Library initiated programs. This included any programs selected, planned, or organized by library staff or in collaboration between the library and another entity.
2. Priority 2: This includes any organizations who directly support or are directly related to the work of New Richmond Community Library or the City of New Richmond. This includes any City of New Richmond Board and Commission meetings, staff meetings, or any other use. The Friends of the Library and similar organizations are considered priority 2.
3. Priority 3: Education and Non-Profit organizations. This includes schools, colleges, universities, and other educational purposes such as tutoring or homeschooling. It also includes organizations who qualify as a non-profit entity and do not charge any fee for participants to attend the event or meeting. Any tutoring or homeschooling organization that charges or can be considered as "for profit" will not be considered fully educational and will fall into Priority 4.

4. Priority 4: Any organization who is operating as a for-profit business, individuals wishing to use spaces for private events, and any fundraising activities that are not specifically designed to support the Library or the City of New Richmond are considered Priority 4.

Reserving Rooms

All rooms within the New Richmond Community Library are free to use. Some of the rooms require a reservation while others are available on a first-come, first-served basis. For Community Rooms that are managed by the City of New Richmond, please refer to their Meeting Room Policy for information on rental fees and reservation procedures.

Most Library meeting rooms will have an option to reserve the space for a specific time frame or event. Although rooms are reservable, they will be made available on a first-come, first-served basis when there are no reservations for them. Any reservations will take precedence over non-reserved uses.

The following rooms may be reserved for a specific event or time frame:

1. Conference Room 119
2. Conference Room 120
3. Conference Room 134
4. Multipurpose Room 124
5. Breakout Room 122
6. Breakout Room 123

The following rooms are available only on a first come first served basis and cannot be reserved by any outside organization. Library staff will have the right to reserve these rooms for programs or Library-initiated events.

1. Study Room 125
2. Study Room 126

Priority 1 and 2 users may reserve any meeting spaces up to one full year in advance. Priority 3 users will be allowed to reserve rooms up to 6 months in advance, and Priority 4 users will have access to reserve rooms up to 3 months in advance of the time they wish to use the space. These reservations will open on the first of each month for the next available month for each priority group.

All meeting room reservations will require a designated responsible party to agree to our Meeting a Study Room Policy, share contact information, and agree to be responsible for any damage to the space. The Library has the right to charge a fee to any organization in the event of damage to the room itself or any of the contents within.

Room reservations will be either accepted or rejected as soon as possible but may take up to 3 business days for full approval. Patrons will be notified when their reservation

is either approved, rejected, or modified. A reservation may be modified in the event that the requested room is or becomes unavailable. In those cases, a group will be assigned to an available space that meets the needs of the organization as specified in the reservation request.

Cancellation of Reservation

Reservations may be cancelled at any time. The Library staff appreciate having as much advance notice as possible in order to open up rooms to other users who may want to use them.

If a group has not shown up for a reservation by 10 minutes past the start of the reservation time, the room will be made available to any other patrons wishing to use the space and the group will forfeit their reservation. If an organization fails to cancel reservations in a timely manner or forfeits their reservation on more than one occasion, the Library has the right to refuse to reserve spaces for that group in the future.

Hours of use

Rooms located within the Library are only available during the Library's open hours.

Currently, those hours are:

Monday – Thursday: 9:00am – 8:00pm

Friday: 9:00am – 6:00pm

Saturday: 9:00am – 3:00pm

Sunday: CLOSED

Community Rooms managed by the City of New Richmond are available for use outside of regular library hours.

Limitations and Prohibited Uses

Library meeting rooms may NOT be used for:

- Fundraising, money-making, or monetary solicitation. No profit can be earned from an event held in a meeting room within the Library itself.
- Any program or event where an admission is charged, or items are being sold.
 - Library sponsored events that feature an author signing or presentation are exempted from this restriction.

The Standards of Behavior Policy applies to all meeting room usage and patrons will be expected to comply with the rules and regulations established by that policy. Additionally, the Library, as a City department, bans all weapons from the Library and complies with the City of New Richmond weapons policy.

Use of meeting rooms may not interfere with the regular operations of the Library.

Recurring meetings

The Library will allow rooms to be reserved for recurring meetings to be made according to the Priority level of the group using the space. At the start of each month, reservations will open up for the next available month for each group.

No group will be allowed to reserve a room more often than once per week.

Guidelines for use

- Food may be consumed in the Library meeting rooms as long as it does not cause any damage to the space or create any barriers for any other library patrons.
 - Examples of barriers that could be created by food consumption include but are not limited to strong or off-putting odors, or food allergies or sensitivities.
- The Library is not able to provide any marketing, signage, or publicity for any programs or events not initiated by the Library. Outside organizations are expected to promote their own events through their own channels and using their own resources. The Library will support marketing and publicity ONLY for events that are sponsored, wholly or in part, by the Library or the Friends of the New Richmond Community Library.
- All Library Meeting rooms and spaces will abide by [Meeting Rooms: An Interpretation of the Library Bill of Rights](#).
- The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure compliance with Library regulations.