

COMMUNITY DEVELOPMENT AUTHORITY OF THE VILLAGE OF BENTON

BENTON COMMUNITY CENTER, LIBRARY, AND MUSEUM MEETING ROOM USE POLICY

The Benton Community Center, Library, and Museum strives to be a safe and welcoming environment for all community members that use the facility's meeting rooms. It also ensures the protection of meeting room equipment and the facility. The Board seeks to place as few restrictions as possible on its use.

The Center's meeting rooms are intended to provide space for library programming and events, to fulfill the facility's role as a community center, and to provide space for community groups, businesses, and members. Preference is given to Library and Village of Benton department activities.

The Benton Community Center and Public Library supports and endorses the American Library Association's Library Bill of Rights, which states:

"A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make facilities available on an equitable basis, regardless of the beliefs and affiliations of the individuals or groups requesting their use."

The fact that an organization is permitted to meet at the Community Center / Library does not constitute an endorsement of the organization's beliefs by the Community Center, Library, staff, or Board of Trustees.

The Community Center and Library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation. The use of the Community Center / Library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of Community Center / Library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct of Community Center / Library premises.

Procedures:

- Before occupying either the small meeting room or community room, a group representative must complete a rental reservation form and receive approval for its use. Forms may be picked up at the Village Office or printed off the Village website. **Forms and any applicable payment should be turned in to the Village Office.** All reservations will receive a copy of the meeting room use policy.

31 W. Main Street, Benton, WI 53803

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- **Non-profit organizations:** the small meeting and community rooms are available at no charge to non-profit organizations (defined as those entities granted tax-exempt status by the IRS under section 501c(3) or other tax-exempt sections of the Internal Revenue Code). All non-profit meetings shall be open to the public. Southwest Technical College and Wisconsin Workforce Development Board may also use the meeting rooms at no charge.
- **For profit organizations** (businesses, merchants) and special private events (examples include: bridal and baby showers, reunions, birthday parties) must pay a user fee for the meeting rooms.
- The latest the meeting rooms can be used is 10:00 pm.
- Individuals and groups may have up to 3 active reservations at a time.
- Reservations may be made up to 6 months in advance.
- Reservations are approved on a first-come, first-served basis. If payment is applicable, it must accompany the reservation form.
- Repeated late arrivals, cancellations, and / or no-shows may result in suspension of meeting room privileges.
- The Community Center / Library and Village of Benton reserve the right to cancel any reservation due to unforeseen circumstances.
- Cancellation of the rental will ONLY occur with the approval of Village of Benton Clerk / Treasurer.
- The person making the reservation is financially responsible for any loss or damage to Community Center / Library property and will be assessed the cost of any necessary repairs or extensive clean up.

Fee Schedule:

- Small group meeting room (#116) rate is \$10 / hour, with a maximum of \$60 / day. **This includes set up and tear down.**
- Community room (#109) rate is \$25 / hour, with a maximum of \$150 / day. **This includes set up and tear down.**
- Refunds will be notified to the Village Office if they are informed of cancellation in advance. A minimum 24-hour notice is required for all meeting room cancellations.
- Refunds will not be authorized for no-shows, day-of cancellations, or unused time.
- Payment information is not shared with other parties.

General Rules Governing the use of the meeting rooms:

- All people under the age of 18 are required to be supervised by an adult at all times.
- The Community Center / Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Be advised that security cameras are in operation 24/7.
- All trash and debris must be picked up prior to exiting the building, and all spills and messes must be cleaned up. Restroom lights and faucets must be turned off, and toilets flushed.

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Cleaning supplies will be made available for proper cleaning, and routine custodial services will be provided if the room and restrooms are left in acceptable condition. If more than routine cleaning is necessary, the user group will be billed. **Only painter's tape, supplied by the Community Center / Library, may be used to attach decorations and other materials. Confetti and glitter are not permitted, except for library programming. Powder canisters and any other device that may result in stains to walls, ceilings, or flooring are prohibited. Library staff must be notified when decorations are placed in the small meeting room.**

- Multimedia equipment will be available. If the group plans to use the equipment, they must make an appointment to be trained to use the equipment by Library, Village, or volunteer staff. If the equipment is not working correctly during a time when no staff is on site, the group will not be able to utilize the equipment.
- Groups may not list a library telephone number on any public announcement. The Community Center / Library may not be used as an organization's mailing address and will not accept messages for groups using the meeting rooms.
- Advertising, signage, and other decorations for meetings to be held on Community Center / Library grounds cannot be fastened to the facade of the facility or displayed on the grounds.
- No smoking, candles, matches, or any other open flame shall be permitted in the meeting rooms.
- The facility prohibits the use of tobacco, alcohol, and the illicit use of controlled substances in all meeting rooms and on all facility property.
- Fire code must be followed at all times. Capacity in the large group meeting room is 100 people without tables and 60 people with tables.
- Pets or other animals are prohibited, with the exception of service animals or as part of a sanctioned Library program.
- The Library Board of Trustees or the Village of Benton are not responsible for accidents, injuries, or loss of property in the meeting rooms. The renter agrees to hold harmless the Benton Public Library, the Director of the Benton Public Library, and Village of Benton against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Village of Benton, its elected and appointed officials, and employees, by reason of personal injury, including bodily injury and death; furthermore the user agrees to indemnify the Village of Benton for any claim, judgment, and cost brought against the Village of Benton as a result of the use of this facility.
- The responsibility for proper care of the facilities lies with the person signing for the reservation. Tables and chairs are available for use in the meeting rooms. The group is responsible for setting up, rearranging, cleaning, and taking down tables and chairs. The meeting rooms must be left in good repair, and in the same condition as found. Any group that damages facility property will be held liable for costs incurred with the damage and may lose the privilege of using the meeting rooms in the future.
- Rooms not occupied within 30 minutes of the reserved time will be considered cancelled and

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available for booking.

- Anyone violating the rules governing the use of meeting rooms may be banned from future use.
- Benton Public Library adopted rules of conduct to provide a safe, comfortable environment in the library to promote a worthwhile and satisfying library experience for all of its patrons. Patrons are expected to follow all Library policies, including the Code of Conduct. Failure to do so may result in expulsion from the Library and/or loss of library privileges. Patrons who disagree with this action are able to file a Statement of Concern with the Library Director.
- Use of the small meeting room during open hours may not interfere with the use of the Library by other patrons, the work of the library staff or any other aspect of normal library operation. Code of Conduct policies will be followed during open hours. Copies of the Code of Conduct will be available at the front desk. Meeting activities must be confined to the reserved meeting room during open hours.

Small Group Meeting Room #116 up to 8 individuals.

Community Room #109 up to 100 individuals without tables; 60 individuals with tables. Usage involving minors requires at least one supervisory adult present in the room at all times for every 20 minors.

AGREEMENT

I, _____, agree to follow the above procedures and rules.
Name

I would like the **SMALL MEETING ROOM #116** | **COMMUNITY ROOM #109**. (Please circle one)

Date(s) Needed _____ Time Needed _____

Equipment Needed: ☐ Mobile Cart ☐ Projector ☐ Sound System/Microphone

Name: _____

Address: _____

Phone: _____

Email: _____

Signature

Date

OFFICE USE ONLY:

Fee: \$ _____ CASH or CHECK# _____ Date Received _____ Received by _____

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