



Library Community Rooms Use Policy, 2024

The Community Rooms of the Belleville Public Library may be used by the public. Preference is given to the Library and Village department activities. In granting permission for groups to use, the library does not endorse the viewpoints of those using the community rooms. Priority use is given to groups, rather than individuals. Individuals may use them on a walk-in basis when available.

Guidelines

1. Admission may not be charged for events or classes held at the library, and products or services may not be sold. Exceptions will be made for the Library, the Friends of the Library, the Village of Belleville, and on a case by case basis.
2. All components of the Patron Conduct Policy are applicable in the meeting rooms. Groups may be denied future reservations if any such problems occur.
3. Advance reservations by the public can be made during the following booking periods:
January – May (starts Dec 25th of preceding calendar year)
June –December (starts May 15th)
4. Rooms can be booked in-person and by phone by asking for the Library Director at 608-424-1812. Email requests can be sent to blvdirector@blvpl.org
5. A minimum deposit of \$100 will be required for all after-hours reservations. The deposit can be reclaimed on the next business day, once the room condition is confirmed and the key fob secured by library staff.
6. Rooms should be left in clean, undamaged condition. Groups may be denied future reservations if such problems occur.
7. The Community Room projection system may be used by the public upon approval and training by library staff, prior to date of reservation.
8. The kitchen may be used. Refreshments may be served by a caterer or the group leader.

9. Minors using meeting rooms require adult supervision. The supervising adult may not be a peer.

10. Alcoholic beverages, illicit drugs; candles, smoking or other open flames are prohibited.

11. If a group does not begin using the room within 15 minutes after the scheduled reservation time, the room becomes available to others.

12. The posting of promotional or directional signage in the library (including the grounds) is not permitted, other than signage accepted for the public bulletin board. Materials cannot be affixed to the walls in any manner.

After-Hours Use Contract, 2024

Agreement Date: _____

Name _____

(Must be present for the entire event as per the details listed below, including during set-up and clean up.)

Address _____

Telephone Number _____

E-Mail Address _____

Day & Date of Event _____ Start & End Time _____

Number of Guests _____ Room/Location (*circle one*): Community Room A - B

Security Deposit Amount \$ _____

(Refundable the next scheduled library open day upon receipt of door fob)

Patron Signature _____

Library Director Signature _____

Any damage to the Belleville Public Library, associated with a Room Reservation, will be assessed. Booking contact and/or organization will be charged for repairs. Future use of the Community Room may additionally be denied.