

New Ulm Public Library Meeting Room Use Policy

Purpose of Policy

The purpose of the Meeting Room Use Policy is to guide the reservation and use of New Ulm Public Library's ("the library") meeting room.

Principles

- The library is committed to making space available to the public on a fair and equitable basis regardless of the beliefs or affiliations of individuals or groups requesting its use.
- The library supports free reservable space where groups can come together for educational, charitable, cultural, civic, or intellectual activities in a commercial-free environment.

Responsibilities

Patrons are responsible for using the meeting room in accordance with the Meeting Room Reservation Agreement. Patrons must comply with all federal, state, and local laws and follow all library policies.

The Patron, or the contact person for the group making the reservation if the group is not formally organized, is liable for any damages to facilities and furnishings and shall indemnify and hold harmless the City of New Ulm, the New Ulm Public Library, and their officers, agents, and employees from and against any all claims, suits, actions of any kind, in any way resulting from, or arising out of, directly or indirectly, from the Patron's use of the library or the meeting room. Library staff are responsible for interpreting and applying this policy in daily practice. The Library Director (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of the meeting room. The Library Director is the final authority in granting or refusing permission for use of the meeting room.

Fees

The meeting room in the library may be reserved free of charge.

Disclaimer

Use and/or reservation of the meeting room does not constitute an endorsement or approval by the library of the group, program, or point of view expressed. No publicity or promotion of the meeting should state or imply that the City of New Ulm endorses or sponsors the event or the organization, except to designate the meeting location. The City or the library may not be identified as a co-sponsor without prior approval by the Library Director, or the Director's designee.

Reservation and Use Limitations

Reservations can be made no more than six (6) weeks in advance, even when reserving multiple dates. The meeting room is not available for public reservations outside of library operating hours.

Users must fill out a Meeting Room Reservation Agreement before a reservation request can be approved. The contact information of an adult must be included on the form.

Priority for reserving rooms will be given in the following order:

1. Library-sponsored programs and activities
2. City of New Ulm departments, including New Ulm Community Access Television (NUCAT)
3. Brown County programs and activities
4. General public

The library reserves the right to revoke permission to use the meeting room by other entities if the room is needed for library or City of New Ulm use.

The meeting room may not be used for:

- Commercial purposes, fundraising, or sale of items. The only exceptions to this will be:
 - Programs or sales conducted by non-profit groups of which the proceeds or a percent thereof will go to the direct benefit of City-owned entities and
 - Sale of material directly related to a City-sponsored program which has had the prior approval of the department director.
- Meetings that may interfere with library functions because of noise, activity, etc.
- Partisan political events or activities aimed at promoting specific candidates or causes.
- Events including gambling or tobacco.
- Personal social functions.

All meetings must be free and open to the public.

Failure to follow the Meeting Room Use Policy may result in the loss of future reservation and meeting room use privileges.

Approved December 12, 2024

New Ulm Public Library Meeting Room Reservation Form

New Ulm Public Library requires that the following information be filled out completely in order to reserve the library's meeting room.

Meeting Information

Organization Name: _____

Type of Meeting: _____

Date of Meeting: _____ Time Range (including setup/ cleanup): _____

New Ulm Public Library is open 9:30 a.m.-8 p.m. Monday-Thursday and 9:30 a.m.-5 p.m. on Friday-Saturday. Patrons must vacate the meeting room 30 minutes before the library closes.

Size of Audience Expected: _____

Equipment Needed (check all that apply)

- | | |
|---|-------------------------------------|
| ☐ Projector / Screen / DVD | ☐ Whiteboard |
| ☐ Folding Easels (3 available) | |

Contact Information

Name: _____

Address: _____

Phone: _____ Email: _____

Please Note:

- The library reserves the right to cancel all meeting room reservations in the event of an unplanned closure due to weather conditions or other emergency.
- A responsible adult must be present at all times during events for youth under the age of 18.
- Food and non-alcoholic beverages may be served in the meeting room, but cooking is prohibited. Food and beverages may be catered from outside with prior approval.
- Patrons may book the meeting room no more than six (6) times per year, for up to three (3) hours per meeting.

Patrons Are Responsible For:

1. Checking in and out with staff at the library's service desk before and after their meeting room reservation time.
2. Setting up the room for their use and for cleanup afterwards. At the conclusion of the event, furniture must be returned to the configuration established by the library.
3. Operating presentation equipment, either library equipment or their own personal equipment. If instruction is required for equipment operation, patrons may set up an appointment with library staff prior to their reservation date.

I have read, understand, and agree to abide by the terms of the New Ulm Public Library's Meeting Room Use Policy.

Signature _____

Privacy Notice: Data provided on this Meeting Room Reservation Form, including data about the requester, may be considered public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

LIBRARY STAFF USE ONLY

Reservation Taken By (staff initials): _____ Date: _____

- ☐ Copy of Meeting Room Policy and reservation form given to requester.
- ☐ Reservation marked on the meeting room calendar.