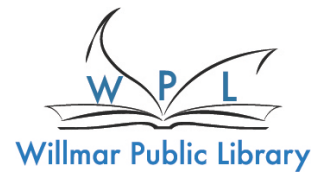


Multi-Purpose Room Policy



- There is no fee for the use of the Multi-Purpose Room
- Sign up at the Children's Information Desk

Information needed:

- Full name and phone of contact person
 - Name of organization
 - Date, time, length of meeting
 - If sound system will be used
 - If projector will be needed.
- Multi-Purpose Room application form must be signed before the room can be used (Groups regularly using the room will need to update their application on an annual basis)
 - Reservations are first-come first-served. The library cannot guarantee a set schedule for groups meeting on a regular basis. Priority is given to programs and activities sponsored by Willmar Public Library
 - All reservations must be made during library hours
 - Groups must check-in with Library staff to access the room. At the time of check-in, a library card or other form of I.D must be left with staff and will be returned after the condition of the room has been approved
 - Groups using the room are responsible for:
 - Setting up and taking down the chairs and tables (leaving the correct number of chairs and designated tables in the positions shown on the map)
 - Turning off the lights, cleaning off the tables, removing all materials brought into the room, turning off the sound system, and leaving the Room and its environs in a safe and clean condition
 - Closing the doors as they leave and checking out with Library Staff
 - If groups fail to let library staff know when they are finished, and damage occurs to the room after the group leaves, the group using the room last will be held responsible for those damages.
 - Any damages to the property or equipment will be charged to those responsible for making the room reservation.

- The Room may be used from:

9:00 a.m. to 8:00 p.m., Monday—Thursday

9:00 a.m. to 5:30 p.m., Friday

9:00 a.m. to 4:00 p.m., Saturday

(Library staff may use the room before and after these hours)

- The Multi-Purpose Room may be used by the public for meetings, workshops, seminars, classes, displays, etc.
- Sales of goods and services are not allowed on Library property with the exception of programs and activities sponsored by Willmar Public Library
- Non-profit organizations may collect donations to cover incidental expenses only, but may not solicit donations for fund-raising purposes or make sales, except for the sole benefit of the Library
- According to the Library Bill of Rights, a meeting held in a library is open to the public
- All food and beverage must be confined to the Multi-Purpose Room
- No alcoholic beverages or smoking is allowed
- No items may be attached to the walls, blinds, ceiling, etc.
- Candles may not be used in the room
- The volume of voices, media, music, etc. should remain at a normal level, not causing disturbance to the adjoining offices or other library patrons
- No library personnel are available to assist any organization to rearrange seating, carry supplies to and from the meeting room etc. or to assist in any activities sponsored by groups using the Room
- Furniture and/or equipment from the main area of the Library may not be brought into the meeting room
- All activities must be supervised on the premises by at least one adult at all times
- The Willmar Library cannot store materials for groups using the room
- Non-Library owned audio-visual equipment can be used in the room
- Any Library-owned audio-visual equipment used in the room must be arranged for or checked out at the Children's Information Desk and returned there when finished

- If the library's sound system and/or projector is used, a group representative must receive instruction from Library staff, and is responsible for any damage that occurs beyond normal usage
- In case of failure to abide by this policy, further usage of the room may be refused
- 24-hour cancellation is required, except for inclement weather situations. Failure to notify library staff on three separate occasions will result in the loss of room privileges