

## PROGRAM ROOMS POLICY

The Hartland Public Library has two program rooms open to the public and available for rental when not in use by Library staff. To rent a program room, applicants must fill out an electronic application form for approval by Library staff. **Program rooms can only be reserved up to three months in advance, and no more than 12 times in one calendar year.** Patrons must be 18 or older to reserve a program room. Program rooms may be used for studying when not reserved.

### FEES

No fee is required for non-profit or not-for-profit organizations. Non-profit is defined as an established 501(c)3 or similar community-minded organization.

All Others (this includes Condo Associations and Business use):

- Ice Age Trail Room: \$30 for first two hours, \$20 per hour thereafter
- Bark River Room: \$20 for first two hours, \$15 per hour thereafter

### APPLICATIONS

- Applications are required at least three days before reservation date and must be approved by Library staff. Applications are available online through the Library's website at <https://www.villageofhartland.wi.gov/276/7349/Program-Rooms> and directly at <https://hartland.librarycalendar.com/reserve-room>. If a reservation is made less than three days before the requested date, availability is not guaranteed.
- Reservations are not confirmed until Library staff has approved the application. Please allow up to 1 business day for a response. Payment is due the day of the event before the room is used. Please make any checks out 'Hartland Public Library.'

### GENERAL REGULATIONS

Anyone using a program room is expected to adhere to the following regulations:

- Groups must adhere to all of the Library's regular rules, regulations, and policies.
- Rooms are available starting thirty minutes after the Library opens until thirty minutes before the Library closes.
- **Meetings should conclude at least 30 minutes before the Library closes.**
- No direct profit can be earned from events at the Hartland Public Library, and no commercial or money-making activities are allowed, other than special one-off author events. There may be no charge for attendees or any required purchase of an item as a condition to attend any events.
- Outside food and beverages are allowed with the stipulation that the person or organization in charge of the meeting disposes of any leftover trash after the meeting has concluded in the provided trash bin(s).
- Alcohol is prohibited.

- Candles/open flames are prohibited.
- Library staff may enter the room at any time for any reason.
- **The Library is not responsible for room setup, take-down, or troubleshooting equipment. Individuals/groups using the room should return furniture to their original positions.** (Note: See normal room set-ups on the Library's website).
- All advertisements, announcements, and press releases relating to meetings/events by groups held at the Hartland Public Library must clearly state the meeting/event is NOT sponsored by the Hartland Public Library.
- The Library, at its discretion, may require groups to provide proof of insurance upon request.
- Cancellations should be made 24 hours in advance.

**If an individual/group continually violates any of these general regulations, the Library Director may impose a fine equal to the cost associated with the original reservation and may limit said individual/group from reserving a program room in the future.**

## **LIABILITY**

For and in consideration of the use of the program rooms and library facilities, any person or group using said program rooms and/or any library facilities hereby agrees to indemnify and hold harmless the Hartland Public Library from any and all actions and suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage, the matter may be referred for legal action.

Policy approved by the Library Board 4/15/21, revised 12/9/21 and 11/13/25.