



MADISON  
PUBLIC  
LIBRARY

201 W. Mifflin St.  
Madison, WI 53703

608.266.6300 ph  
608.266.4338 fax

# Meeting and Study Room Rules of Use

Revised June 2021

These Rules of Use for meeting & study rooms at Madison Public Library supplement the Library Board approved Meeting and Study Room Policy, which is located at [madisonpubliclibrary.org/policies/meeting-and-study-room-policy](http://madisonpubliclibrary.org/policies/meeting-and-study-room-policy).

## Contents

- I. Locations, Contacts and Capacities**
- II. Customer Responsibilities**
- III. Large Meeting Rooms**
  1. Who can use meeting rooms without charge?
  2. Application Forms
  3. Open Meetings
  4. Food and Drink
  5. Frequency of Use
  6. Advance Reservations
  7. Late Arrivals, Cancellations, and No-Shows
  8. Duration and Time of Use
  9. Use of library audiovisual media equipment
  10. Marketing of events
- IV. Study Rooms**
  1. Group use of study rooms
    - a. Advance reservations
    - b. Frequency of use
    - c. Late Arrivals, No-Shows, and Cancellations
    - d. Walk-in Use and Same Day Reservations
    - e. Duration of use
    - f. Reservations for other people
    - g. Age requirements
  2. Use of study rooms by individuals
    - a. Advance reservations
    - b. Walk-in use
    - c. Duration of use
    - d. Frequency of use
- V. Private Meeting and Study Room Rentals**

## I. Locations, Contacts and Capacities

Availability varies by location. Some libraries have rooms that are mixed use and may have some limitations. Maximum capacity will vary by set up

Library	Maximum Capacity
Central Library 201 W. Mifflin St. 608-266-6300	Conference Room 104 ( <a href="#">view photos</a> ): 14 persons 2 Meeting Rooms 301 and 302 ( <a href="#">view photos</a> ): Room 301 (capacity 110 persons) and Room 302 (capacity 140 persons) can be combined for capacity of 250 12 Study rooms Rooms ( <a href="#">view photos</a> ): Rooms 102, 203, 204, 205, 206, 210: 4 Rooms 103, 201, 211: 6 Rooms 111, 201, 209: 8-10 Maps: <a href="#">Lower level</a>   <a href="#">1st floor</a>   <a href="#">2nd floor</a>   <a href="#">3rd floor</a> Other spaces are available with additional restrictions. Please call staff at 608-266-6363 for details.
Alicia Ashman Library 733 N. High Point Rd. 608-824-1780	1 Study Room: 6 1 Meeting Room: 80
Goodman South Madison Library 2222 S. Park St. 608-266-6395	3 Study Rooms: Aqua, Navy rooms: 6 Green Room: 10 1 Meeting Room: 60
Hawthorne Library 2707 E. Washington Ave. 608-246-4548	1 Study Room: 6 1 Meeting Room: 75
Lakeview Library 2845 N. Sherman Ave. 608-246-4547	2 Study Rooms: 4 3 Meeting Rooms: 15, 25 and 50 (can be combined for capacity of 75; all have additional restrictions: call staff for details)

Meadowridge Library 5726 Raymond Rd. 608-288-6160	1 smaller Study Room: 4 1 larger Study Room: 10 2 Meeting Rooms: 50 and 54 (can be combined for capacity of 104)
Monroe Street Library 1705 Monroe St. 608-266-6390	1 meeting room: 30 (has additional restrictions and is not handicapped accessible)
Pinney Library 516 Cottage Grove Rd. 608-224-7100	2 Meeting Rooms A and B: Room A (capacity 20 persons) and Room B (capacity 50 persons) can be combined for capacity of 100 5 study rooms: 109, 110, 111, 112, 124: 4
Sequoia Library 4340 Tokay Blvd. 608-266-6385	3 study rooms: 103: 2 (includes desktop computer) 104, 105: 6 (can be combined for capacity of 12 and is then treated as a meeting room with a 2-hour time limit) 2 meeting rooms: 40 (can be combined for capacity of 80)

## II. Customer Responsibilities

1. Customers must adhere to all library policies, including the [Behavior Policy](#). Staff will address inappropriate use and discuss with customers any activities that are unsuitable for the public gathering places.
2. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Library staff will have free access to meeting and study rooms at all times.
3. At Neighborhood Libraries, customers are responsible for room set-up. At the Central Library, room set-up must be arranged at least one week in advance (call 608-266-6363 for details).
4. Customers are responsible for leaving the room in the condition in which it was found.
5. Late Arrivals, No-Shows, and Cancellations
  - a. A reservation will be forfeited if the room is unused for 15 minutes after the reservation start time.
  - b. Library staff should be notified of Meeting Room cancellations at least 24 hours in advance.

- c. A second occurrence of not arriving for or late cancellation of a reservation within a six-month period will result in a prohibition from making room reservations for a period of six months.
6. Customers must promote their own programs unless otherwise indicated by library staff at the time of reservation. The library's logo must not be used on any promotional material unless approved by the library's marketing department (call 608-266-4953). Signs or posters placed anywhere in a library building must be approved by library staff.

### **III. Large Meeting Rooms**

#### **Introduction/purpose**

Meeting rooms are intended for larger groups than study rooms, and therefore have additional usage requirements; minimum attendance requirements may be imposed. Meeting rooms may be used at no charge by eligible groups and/or individuals for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other functions. Preference is always given to Madison Public Library programs. After that, preference may be given to City of Madison and Dane County government agencies and local non-profit/community groups. Except for private rentals (see V below), meeting room uses must be free and open to the general public at all times.

#### **1. Who can use meeting rooms without charge?**

- a. Groups with an approved Room Reservation Application on file that is less than one year old.
  - i. local non-profit/community groups within the South Central Library System (SCLS)
  - ii. City of Madison agencies
  - iii. Dane County government agencies
- b. Representatives of University of Wisconsin, State of Wisconsin or United States government agencies should contact the Administration office at 608-266-6363.
- c. Madison Metropolitan School District (MMSD) partners with Madison Public Library on many programs and events. When meeting rooms are needed for these activities, the responsible Library staff member will arrange for reservations. For MMSD room usage that is a non-partnered events, such as staff meetings, the MMSD staff member should contact the Library Administration office at 608-266-6363 for rental options at the Central Library only.

- d. Applicants from outside SCLS (*SCLS consists of Dane, Green, Columbia, Sauk, Wood, Portage and Adams counties*) should contact the Administration office at 608-266-6363 for further information about reserving a meeting room.
- e. Meeting rooms are intended for larger groups, but if a meeting room is not reserved individuals and small groups may use it at staff discretion.

## **2. Application Forms**

- a. Groups interested in using Meeting Rooms must first fill out an [application form](#) and have it approved by Library staff.

## **3. Open Meetings**

- a. Meetings must be free and open to the general public at all times.
- b. The Meeting and Study Room Policy details rental of space for non-public meetings/events.

## **4. Food and Drink**

- a. Food and non-alcoholic beverages are permissible.
- b. At the Central Library, use of preferred catering services is required. Contact Library Administration at 608-266-6363 for details.

## **5. Frequency of use**

- a. Meeting rooms can be reserved twice per month.

## **6. Advance reservations**

- a. At the Central Library, reservations may be made up to one year in advance.
- b. At Neighborhood Libraries, meeting rooms may be reserved in advance for the remainder of the current month plus two months. (For example, any time in June, a room may be booked through the end of August.)
- c. The Library reserves the right to cancel a scheduled meeting within two weeks' notice if the room is needed for library programming; the Library will make every effort to avoid cancellations.
- d. Only the Central Library allows advance reservations for Sundays

## **7. Late Arrivals, Cancellations, and No-Shows**

- a. A reservation will be forfeited if the room is unused for 15 minutes after the reservation start time.
- b. Library staff should be notified of Meeting Room cancellations at least 24 hours in advance.
- c. A second occurrence of not arriving for or late cancellation of a reservation within a six-month period will result in a prohibition from making room reservations for a period of six months.

## **8. Duration and Time of Use**

- a. Meeting rooms can be reserved for as long as library staff indicates there is availability.
- b. Use must conclude 15 minutes prior to the library's closing time.

## **9. Use of library audiovisual media equipment**

- a. Audiovisual media equipment varies from library to library, and may not be the same equipment the library uses in our programs. Public access to some equipment may be prohibited.
- b. Specific audiovisual media needs must be indicated at the time the room reservation is made. Equipment availability must be confirmed by library staff.
- c. Users are required to receive training on audiovisual media equipment in advance of the meeting at a time that is mutually convenient for users and library staff. Library staff may only be able to provide limited assistance during the time of the meeting.
- d. Groups bringing their own equipment may arrange for a time to test equipment in advance. The Library cannot guarantee compatibility with all consumer electronics.

## **10. Marketing of events**

- a. Customers must promote their own programs unless otherwise indicated by library staff at the time of reservation. The library's logo must not be used on any promotional material unless approved by the library's marketing department (contact 608-266-4953).
- b. Signs or posters placed anywhere in a library building must be approved by library staff.

# **IV. Study Rooms**

## **Introduction/purpose**

The primary purpose of the study rooms is to provide space for small groups to meet and work. Groups may reserve study rooms in advance. Individuals may only reserve study rooms in advance at the Central Library, and may use study rooms at neighborhood libraries on a first come, first served basis.

## **1. Group use of study rooms**

### **a. Advance reservations**

- i. Reservations may be made for the remainder of the current month plus two months. (For example, any time in June, a room may be booked through the end of August.)
- ii. Advance reservation of study rooms requires a library card from Madison Public Library or any other library within the South Central Library System.

- iii. Groups from outside the South Central Library System cannot reserve rooms at neighborhood libraries, and may be able to reserve a study room at the Central Library with a payment of \$20. Call 266-6363 for details. See section V below.
- iv. Only the Central Library allows advance reservations for Sundays

**b. Frequency of use**

- i. At Central, Sequoia and Alicia Ashman Libraries, groups may have advance reservations for a study room once per week.
- ii. At other neighborhood libraries, groups may have advance reservations for a study room twice per month.

**c. Late Arrivals, No-Shows, and Cancellations**

- i. A reservation will be forfeited if the room is unused for 15 minutes after the reservation start time.
- ii. Library staff should be notified of Study Room cancellations at least 2 hours in advance.
- iii. A second occurrence of not arriving for or late cancellation of a reservation within a six-month period will result in a prohibition from making room reservations for a period of six months.

**d. Walk-in Use and Same Day Reservations**

- i. As with individuals (see section 2.a.iii. below) groups may request same-day reservations or use study rooms on a walk-in basis.
- ii. Walk-in groups do not require a library card to use a study room.

**e. Duration of use**

- i. At the Central Library, Groups may use a study room for 3 hours, but time may be extended if no one is waiting.
- ii. At Neighborhood Libraries, Groups may use a study room for 2 hours, but time may be extended if no one is waiting.

**f. Reservations for other people**

- i. Card holders making reservations must be present while room is in use.
- ii. Reservations are not transferrable.

**g. Age requirements**

- i. Reservations may be made by library card holders aged 12 or older.
- ii. Children aged 7 and above may use study rooms on a walk-in basis.

**2. Use of study rooms by individuals**

**a. Advance reservations**

- i. At the Central Library, individuals may make reservations two weeks in advance.

- ii. At all libraries other than the Central Library, individuals may only make same-day reservations.
  - iii. Advance reservations require a library card.
- b. **Walk-in use** does not require a library card.
- c. **Duration of use**
  - i. At the Central Library, individuals may use a study room for 3 hours, but time may be extended if no one is waiting.
  - ii. At Neighborhood Libraries, individuals may use a study room for 2 hours, but time may be extended if no one is waiting.
- d. **Frequency of use**
  - i. Individuals may use study rooms daily.

## V. Private Meeting and Study Room Rentals

See the [Meeting and Study Room Policy](#).