

Madison Public Library
CONFERENCE ROOM POLICY

Mission Statement

The Madison Public Library is the community's center for ideas, information, learning, and connections. The Madison Public Library seeks to provide enjoyment, education, information and guidance through materials suited for the Borough of Madison.

Purpose

This policy is intended to outline appropriate use of the Conference Room.

Responsibility

The responsibility for these guidelines ultimately rests with the Library Board of Trustees. The authority and responsibility for setting these guidelines rests with the Library Director, who delegates this task to qualified professional staff.

Guidelines

The Conference Room has multiple purposes, and may be used for meetings, small group programs, and as a quiet room, when available. However, Library use takes precedence over any other use of these spaces.

Reservations:

- The Conference Room is only available during the Library's hours of operation.
- The Conference Room is available to nonprofit organizations at no charge with preference given to Madison based organizations.
- The Conference Room reservations are for meetings, classes, and other appropriate activities determined by library management.
- Reservation requests may be made only one session at a time.
- Reservation requests can be made over the phone, by email, or in person.
- Reservation request approvals are subject to designated library staff.
- Library staff reserves the right to relocate a reservation to alternate library spaces as appropriate or necessary.

Conduct and Usage:

- Food service for meetings, classes and other group programs must be approved in advance.
- A refundable cleaning deposit of \$25 cash or check will be required if food is served. Users of the space are responsible for collecting their deposit following the booking, if the room is left in acceptable condition and they are eligible for a refund.
- Talking loudly or engaging in other disruptive conduct is not permitted. Please see The Patron Code of Conduct for more guidelines.

- Vacating the room during the time reserved is not recommended, but if necessary, should only be for a short time span. The Library is not responsible for patron belongings that are left unattended.
 - Lights must be turned on at all times.
 - The tables, chairs, and posted signs should be returned to their original locations before vacating the room, if moved by patrons during use of the room.
 - All users of the room must vacate the room 10 minutes before Library closing.
-
- When the Conference Room is not reserved or in use for meetings or library use it may be used as a Quiet Room with the following guidelines:
 - No group work.
 - No talking.
 - No audible sounds from phones, tablets, laptops, or other personal devices or from any activity that creates disruptive sound.
 - Patrons should not leave personal items in the room if they leave. The Library is not responsible for patron belongings that are left unattended.
 - The door must remain open at all times.
 - Please see The Patron Code of Conduct for more guidelines.

First adopted and approved by the Board of Trustees of the Madison Public Library at an open public meeting, following normal public notice, on 05/14/2025.