

Big Lake Community Room Use Policy

1. It is the policy of the City of Big Lake to provide a Program Room to the community as a public service. Use of the Big Lake Community Room does not constitute an endorsement by the City of a program or point of view expressed. No advertisements or announcements implying such an endorsement are permitted. The City may elect to provide notification to the general public about the group's meeting or activity, or to publicize any upcoming meetings.
2. The Big Lake Community Room is made available on an equal access, nondiscriminatory basis, and is accessible to people with disabilities in accordance with the Americans with Disabilities Act (ADA). Organizations using the Library's meeting room are required to comply with the ADA in reasonably accommodating persons with disabilities.
3. Community groups may use the Big Lake Community Room for general political purposes, including to support or oppose a ballot measure or a campaign for elective office. The Big Lake Community Room is a neutral forum and the City does not endorse or support the political activity or the group using the room for political purposes. Materials in support of or opposition of a ballot measure or a campaign for elective office will not be accepted for distribution or posting in the Big Lake Community Room such materials left in the Big Lake Community Room will be discarded.
4. **Public meetings must not conflict or interfere with City or library-sponsored programs, the work of the City or other tenants in the building, or the general purpose of the City or library. If a conflict occurs, the City, tenant, or library-sponsored program will receive priority.** The City reserves the right to reschedule or cancel Big Lake Community Room reservations at any time in order to use the meeting room space for programs or events sponsored by the City. As much notice as possible will be provided to the group(s) affected by a change, and suggestions for other spaces will be made when possible.
5. Big Lake Community Room reservations may be made by telephone or in person by contacting the City of Big Lake Police Department At 763-263-2500 or communityroom@biglakemn.org.
 - a. Reservations may be made for the current month plus two (2) months in advance.
 - b. Reservations must be made at least one (1) day prior to your meeting.
 - c. If you need the Big Lake Community Room for the same day, please go to the Police Department desk when you arrive. You may be able to use the Big Lake Community Room if the room has not already been reserved.
 - d. The name and telephone number of a contact person must be provided when a reservation is made. City staff will forward inquiries regarding the meeting to the contact person.
6. The Big Lake Community Room is available only during regular Police Department hours unless special arrangements are made and a city or library representative is present. The City reserves the right to cancel the reservation of any group where the Police Department will be closed due to inclement weather or emergency.

7. Non-profit and for-profit reservations
 - a. "Community" non-profit and for-profit groups include groups from the Big Lake Community that have contributed taxes to the City of Big Lake.
 - b. The Big Lake Community Room may be reserved by community non-profit entities at no charge, but a nominal donation is encouraged to cover costs of custodial services and equipment.
 - c. The Big Lake Community Room may be reserved by community for-profit businesses who have contributed to the City of Big Lake at no charge as determined by the Facility Manager. A nominal donation is encouraged to cover costs of custodial services and equipment.
 - d. The Big Lake Community Room may be reserved by community for-profit businesses for a fee of \$50/hour with additional fees for equipment usage as determined by the Facility Manager.
 - e. Non-community groups (non-profit and for-profit) may reserve the Big Lake Community Room for a fee of \$75/hour with additional fees for equipment usage as determined by the Facility Manager.
8. Groups may not charge any fee to attend the meeting (this includes admission, tuition, or donations). No solicitation or promotion of products or services will be allowed except for book signings (sale of an author's book) and disc signings (sale of a musician's recordings) that are part of a library-sponsored event, as outlined in GRRL's program policy.
9. Light refreshments may be served. Each group is responsible to provide their own refreshments and necessary utensils. Red colored juices are not allowed.
10. Use of tobacco products and all alcoholic beverages are prohibited.
11. The City will not accept special requests for table, chair, or equipment configurations. The group may arrange tables and chairs to meet specific needs; however, they are responsible for returning the tables and chairs to their original positions after the meeting.
12. Maximum occupancy is limited to 76 individuals. Exceeding the maximum capacity is prohibited by law. All meeting activities must be confined to the Big Lake Community Room.
13. The Layout and design of the room will be determined by the City of Big Lake.
14. Concerns with the use of the room will be forwarded to the Facility Manager
15. Permission to use the Big Lake Community Room will be denied to an organization and/or meeting whose purpose is illegal; whose conduct would interfere with the proper functioning of the Police Department, library or other building tenants; whose purpose is promotional or for monetary gain; whose primary purpose involves physical activity or exercise; whose primary purpose is social such as a birthday party or wedding reception, or whose activity does not have the sponsorship of a legally responsible adult registered for meeting room use with the library. Meetings or groups whose members are under the age of 18 must be supervised and attended by a legally responsible adult.
16. Meetings may not interfere with the work or general purpose of the Police Department, library or other building tenants because of noise, traffic in and out of the room, etc.
17. The contact person will be responsible to see that established regulations are followed before, during, and after the meeting.

18. Each group is responsible for reasonable care of the facilities. The contact person will be expected to pay for any damages and/or cleaning costs that occur to facilities during group use.
19. The Big Lake Community Room may not be used by any one group or its subgroup more than 2 times per month and no more than 24 times per year.
20. The Facility Manager will make final decisions determining programs that benefit the library.
21. The Facility Manager reserves the right to waive fees for any for-profit entity if the purpose of the particular meeting approved is deemed to be charitable in nature.
22. Failure to comply with these regulations or the directive of City Staff will be grounds to cancel any further use scheduled by the group and to deny the group's further requests to use the Big Lake Community Room.
23. The contact person is responsible for reasonable care of the Big Lake Community Room and any City equipment used, and will be held responsible for any damage and the general condition of the room following use. City staff will inspect the room following each meeting to assess its condition. The contact person will be assessed reasonable charges for repair or replacement of any damaged contents of the Big Lake Community Room, as well as the physical boundaries of the Big Lake Community Room, including flooring, walls, ceilings and anything attached thereto.
24. If you have any other questions about using the Big Lake Community Room, please call (763) 263-2500.

**Adopted by the Big Lake City Council on
August 24, 2016.**