

Chapter 14 Meeting Rooms

Meetings are scheduled on a first-come, first-served basis. Nonprofit organizations are asked to make a monetary donation for each meeting to cover meeting room expenses. For profit, private parties and meetings that are not open to the public will be charged a fee for using the meeting rooms. (\$10/hour or \$50 per day) This fee is to be paid prior to meeting room use.

The room reservation form must be signed by an adult at least 18 years of age, who will be responsible for adherence to the policy. The person who signs the reservation form will be regarded as the responsible party for the group. Information must be provided at this time regarding the program and AV equipment needs. There must be an adult present at every meeting. The meeting rooms may be reserved by any group up to 6 months in advance. *Use of the meeting rooms does not imply that the Library endorses or supports the viewpoints presented.*

All library or City committees (Library Board, sub-committees, Foundation, Friends group, library programs) may book the meeting room an unrestricted number of times. **If a Library or City event conflicts with another reservation, the group will be contacted as soon as possible.**

Room reservations are not confirmed until the reservation form has been completed and signed by the applicant and the library administration. By signing this form, the applicant/group agrees to accept the responsibility and liability relating to the use of the facility. Fees may be charged for damage or cleaning of the room. Users may be banned from meeting room use if the policy is not followed.

Meetings may be held between 9:00 AM and 8:00 PM, Monday through Thursday and during open library hours. Users may start a meeting held in the lower level meeting rooms during open hours and stay after the library closes **only** if this has been stated in the meeting room reservation form. Any group using the meeting room after hours must sign a memorandum of understanding, which will be approved by the Library Director or designee.

Organizations are responsible for their own room setup, clean up and garbage removal. Participants must be admitted to all meetings free of charge. A program which involves the sale, advertising, or promotion of products must be clearly stated on the meeting room reservation form.

Groups may choose the meeting rooms based on expected attendance. Meeting Room A

(70) Meeting Room B (40), Meetings Room A & B (120 occupancy) or Meeting Room C (12-15). Meeting Rooms A & B are located in the lower level. Meeting Room C is located on the main level. No refreshments are to be served in Meeting Room C. The Teen Program Room or Children's Story Time Room may be available upon request.

The meeting rooms may not be used for any purpose which may interfere with the regular operation of the library.

There is a snack kitchen available for beverages or other light refreshments. Use of the snack kitchen must be requested and approved in advance. Some serving utensils are provided. No food warming devices, such as electric roasters, crock pots, etc. are allowed, with the exception of coffee and tea pots. The kitchen must be left clean.

Any audiovisual equipment or material needed must be reserved at the time of room booking. The library cannot provide operators for this equipment. If instructions are required, it is suggested that a representative of the group make an appointment with library staff before the meeting. All audiovisual equipment must be checked out at the Circulation Desk by a group representative with a valid library card. The person who checks out the equipment is responsible for any damage incurred. Equipment must be returned to the Circulation Desk at the end of the meeting.

No signs or posters may be attached to the walls. Any signs, informational or directional, must be approved by the library administration. Meetings should end on time. Individuals responsible for the meeting should be sure all attendees know where the fire exits are located. No smoking or consumption of alcohol is permitted.

Exceptions will be made for library programs in all cases. Exceptions may be made for non-library programs with Library Board approval.

By signing the Meeting Room Reservation Form, the applicant:

1. Has read the Meeting Room Policy and understands it.
2. Understands that any failure to abide by these regulations may result in a loss of meeting room privileges. Failure to notify library staff of a cancellation may also result in loss of meeting room privileges.
3. Accepts the financial responsibility for any and all damage caused to the building, furnishings, or equipment beyond normal wear/and or usage as determined by library staff.
4. All meetings must have adult supervision (someone over 18).

Memorandum of Understanding for use of the Lower Level Meeting Rooms After the Library Closes

Meeting Room Users:

- Agree to remove all trash and clean the kitchen (if used).
- Stack chairs and place tables in storage.
- Lock all meeting room and kitchen doors.
- Check the bathrooms to make sure they are empty and the toilets flushed.
- Make sure all doors leading to the lower level are locked and firmly closed.
- Have the building locked and secured no later than one hour after closing.
- Place the key in the book drop on the parking lot side of the building.

The doors leading into the Lobby of the building lock automatically at 5 minutes before closing.

No one shall be allowed to enter the building after the doors have locked.

The motion alarm is scheduled to detect any movement two hours after closing.

If an emergency should arise, the user will promptly contact building maintenance.

715-412-1301

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