

OPERATIONAL POLICY FOR MEETING ROOM USE
per
WEYAUWEGA PUBLIC LIBRARY

BASIC GUIDELINES: The meeting room of the Weyauwega Public Library is designed primarily for use in library-related activities. These activities and their regularly scheduled functions will be given priority. The meeting room will be available according to the following guidelines.

GENERAL REQUIREMENTS

1. Library-sponsored programs shall have first priority.
2. The meeting room may be used for programs sponsored by governmental agencies, non-profit educational and cultural organizations, community service agencies and other responsible non-commercial groups with no charge.
3. Any profit making organizations will be charged a nominal fee.
4. Meetings are scheduled on a first-come, first-served basis.
5. Applicants for use permits must satisfy the Director that they are responsible organizations; that they will guarantee orderly behavior and will underwrite any damages due to their use of the premises; that their program is by nature suitable for presentation in a public library; that the proposed activity is lawful and in conformity with regulations of the Library Board. Permit holder shall be fully responsible for all damage or loss of City property, including that belonging to employees, as well as his own property, occurring during the time the building is in use under the permit. Written applications must be approved before use is permitted.
6. Inaccurate or untruthful statements made in application or violations of regulations may place the responsible persons or organizations, or both, on an ineligibility list. Subsequent applications of such ineligible will be referred to the Library Board, which will determine whether disqualifications shall be temporary or permanent.
7. The permit holder must agree to save and hold harmless the said Public Library and must agree to assume responsibility for all liabilities arising incident to occupancy, it being understood and agreed that the Weyauwega Public Library assumes no obligation respective to the use of such premises.

SPECIAL REQUIREMENTS AND RESTRICTIONS ON USE

1. Any purpose which, in the opinion of the Librarian and/or Library Board, may interfere with the normal operation of the library will not be allowed.
2. Fund-raising or profit-making purposes are not allowed.
3. Unless opposing points of view are represented on the same program, promotion of partisan political candidates will not be allowed.
4. Children or young adult groups (under the age of 21) must be under adult supervision. There will be no use of Tobacco, intoxicating beverages, and/or drugs on library property.
5. Decorations or any other materials on floors and walls are permitted but are to be erected in a manner that will not deface City property and shall be in accordance with local and state fire regulations and approved by the Librarian.
6. Organizations using the meeting room must set up and restore all furniture and equipment as it was found.
7. Permission for use of special or extra equipment must be included in the application and must be used on the premises.
8. Personal or family purposes are not permitted.

FEES AND CHARGES

1. No charge will be made by the Library for the use of the meeting room to non-profit community oriented organizations, providing the use of properties does not involve a fundraising activity.
2. A \$5.00 deposit will be assessed when meeting room key is picked up. The deposit will be refunded upon the return of key to the Librarian, providing the room is in the same condition it was prior to use.
3. The fee for profit making organizations use is \$25.00 for 2 1/2 hours or less or \$10.00 per hour of use over 2 1/2 hours. The fee for corporate use is \$20.00 per hour of use, or \$100.00 per day. Fees must be paid at the time the completed registration is given to Librarian.
4. The permit holder may not charge an admission fee, registration fee, nor seek donations from the public.

The Library Board reserves the right to deviate from the rental guide and restrict the use of the facilities to any group which, in the Board's opinion, will impair the image of the

Library and/or community.

ROOM REQUEST PROCEDURE

Applications for the use of the meeting room must be made on the appropriate form at least 48 hours in advance by an authorized representative of the group wishing to use the facility.

Walk-in requests will be honored if the room has not been previously booked and if the request form is completed and signed. The application shall include acceptance and responsibility for the facilities used and any charges that may result from that use.

Meeting room reservations will be accepted by telephone during regular business office hours provided that the request form is completed and signed in a timely manner before the reserved date.

Upon receipt of the properly executed application, the librarian may approve the application and confirm the booking if the meeting purpose falls clearly within the approved meeting room policies. A copy of the meeting room regulations and policies will be made available to each applicant.

Keys to Meeting Room must be picked up at the main Library from the Librarian during normal business hours. When securing key, a waiver must be signed and a \$5.00 deposit left with the Librarian. The deposit will be refunded upon return of key to the Librarian, provided the room is in the same condition it was prior to use. The key must be returned to the Librarian by noon the following day or left in the meeting room after use.

REFRESHMENTS

Requests to serve snacks and/or beverages must be approved in advance.

Food may be served, but no cooking is allowed except for the preparation of coffee or other non-alcoholic beverages.

SCHEDULING EQUIPMENT NEEDS

Requests for audiovisual equipment must be made 48 hours in advance of the meeting.

The Library cannot provide operators for any AV equipment.

The list of equipment available is located on the reverse side of the meeting room application.

HOUSEKEEPING

The Meeting Room should be left in the same condition it was found. A \$5.00 deposit will be required when the key to the meeting room is picked up. If the meeting room is not in the same condition it was prior to use, the deposit will be forfeited. If the restoring of the meeting room condition takes longer than one hour to complete a further assessment of \$10.00 per hour will be required of the meeting room users.

CANCELLATIONS

The Library must be notified 24 hours in advance of cancellations. If a meeting is to be cancelled and proper notification has been given a full refund of any charges will be given.

ROOM ACCESS PROCEDURE

Applicant may pick up the key to the meeting room the same day as the meeting is scheduled. The key will be for the west entrance to the library. There will be no access to the main Library after library hours. The key to the meeting room must be returned to the Librarian before noon the following day. If the meeting is scheduled for a time the Library is open, the Librarian will have the meeting room open for the applicant.