

Waunakee Public Library MEETING ROOM POLICY

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I. Who May Use

(A) The meeting room at the Waunakee Public Library is intended primarily for use of the library's own programs. The meeting room is available for use by community and other not-for-profit groups for programs of an informational, educational, cultural, or civic nature, subject to this policy as established by the Library Board. All meetings must be open to the public. Use by any group does not imply library sponsorship or support of the views or actions of the user group.

(B) The Library Board specifically excludes the following types of uses of its meeting room:

1. Non-library programs involving the sale, advertising or promotion of products or services.
2. Business firms and other for-profit organizations soliciting or selling products or services.
3. Private social functions, such as showers, birthday parties, and dances.
4. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, and/or security risk.

II. Description of Room

(A) Adult Study Area

This meeting space is approximately 25 feet by 19 feet, located on the library's upper level, and will accommodate up to eighteen people. The space is set with tables and chairs. There are outlets for laptops and projectors if the group meeting needs them for a presentation. The wall may be used as a projection screen. Furniture may not be moved out of the room. This space may be isolated, but not sound proofed, by closing a folding plastic accordion door. Materials are housed in this space and there is a possibility that a patron or staff may enter the space to retrieve materials. There should be no expectation of total privacy in this space.

III. Reservations for Rooms/Hours Available

- (A) There are no restrictions on the scheduling of library and library-related events and programs.
- (B) Other groups may be accommodated as space is available. No room may be reserved more than three months in advance. Unless otherwise authorized by the Library Director, groups will be limited to one meeting room reservation per month.
- (C) Room reservations are made through the Circulation Desk Staff via phone at 849-4217.
- (D) The adult study area is available during the Library's regularly scheduled hours of operation. All groups must exit the rooms twenty minutes prior to closing time. The only exceptions in this case will be for library events.

IV. Fees and Admission Charges

- (A) No fees are charged by the library for use of the meeting room.
- (B) Groups using the meeting room may not charge admission, nor collect or request contributions or donations.

V. Use of Facilities and Equipment

- (A) Library or other village staff will not provide assistance in setting up the meeting room.
- (B) Meeting room should be left neat and clean. Groups will be charged for damage to room beyond normal wear and tear.
- (C) Materials may not be affixed to the walls and ceiling without prior approval of the Library Director.
- (D) No food may be served in the adult study area. Beverages may be carried in if they have a lid.
- (E) The library does not provide personnel to operate audiovisual equipment.

VI. Additional Considerations

- (A) Use of tobacco products and alcoholic beverages are not permitted on the library's premises.
- (B) The library does not provide storage space for groups or individuals using the meeting rooms.
- (C) The library staff will not accept calls or relay messages to people attending meetings except in emergencies.
- (D) The library reserves the right to refuse to book meeting room space for groups who do not comply with the guidelines of this policy. Groups that fail to cancel reservations in a timely manner or who fail to show up for scheduled reservations may lose their privilege to book rooms in advance.

Approved January 12, 2015