



## COMMUNITY HALL USAGE POLICY

As a public institution, the Waunakee Public Library (“the Library”) encourages use of its meeting rooms by community groups and community members. The Waunakee Public Library offers rooms of various sizes and features for use by small to large groups, including Community Hall, a large event space intended for use by both the Library and the community at large. Community Hall usage will be governed by this Community Hall Usage Policy.

Community Hall is made available to the public regardless of the beliefs or affiliations of individuals or groups requesting its use, and use of the Library’s event spaces does not constitute the Waunakee Public Library’s endorsement or advocacy of a meeting’s content or an individual/group. Library meeting room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library policies. The Waunakee Public Library’s Behavior Policy applies to programs or meetings held within the building and on Library grounds. Use of Community Hall should not interfere with the normal functions of the Library or use by Library customers. Library staff will have free access to rooms at all times. Lights are to remain on at all times unless they interfere with use of A/V equipment. Exceptions to the Meeting Room Policy may be made at the discretion of the Library Director.

### Community Hall Description

Community Hall is a 2,300 square-foot event space located on the west end of the building. The room offers several seating configurations for large group gatherings. Community Hall accommodates 72 people in classroom-style seating, 96 people in banquet set-up, and 100 in seated auditorium-style layout. Amenities include a full audiovisual system, lectern, microphones, and camera system for livestreaming or recording. Community Hall also features a Warming Kitchen which is available to all groups using Community Hall. Both Community Hall and the Warming Kitchen are available during non-open hours. All events in Community Hall must end by 10 PM.

Events using Community Hall also have access to the Patio, weather permitting. As a public outdoor space, however, the Library cannot guarantee exclusive use of any outdoor venue.

### Reservation Priorities for Community Hall

In general, priorities for Community Hall usage are as follows:

- I. Use for Library programming or Library-related meetings.

2. Use by Village of Waunakee governmental bodies or Village departments.
3. Use for State of Wisconsin or U.S. Federal government meetings
4. Private events and functions in order by date of application and payment received.

### **Reservation for Private Events**

Room Reservations must be made via the Library's website by submitting a request through the Library's online room reservation portal. All requested reservations require a confirmation email by Library staff. Community Hall Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed.

Reservation requests and payment for room rentals are due in full 4 weeks prior to the event. All reservations are considered pending until payment is received in full. Requests to change the start or end time of an event may not be allowed if requested LESS than 4 weeks prior to the event. Requests to shorten the length of an event made less than 4 weeks prior to the event will not receive a refund.

Rooms may be reserved no more than 18 months in advance of the meeting date. Exceptions are also made for Library-sponsored programs and meetings of Village of Waunakee government. The Library reserves the right to pre-empt reservations; however, the Library will not preempt within 4 weeks of the scheduled meeting date. The Library reserves the right to close and cancel use of Community Hall in the event of an emergency due to weather conditions or if rooms are in need of repair. In the event of a Library-initiated cancellation, a full refund will be issued to the rental party.

### **Rental Fees**

Rental fees will be assessed for all non-Library or non-governmental events or meetings held in Community Hall. Library-affiliated organizations such as the Friends of Waunakee Library, Village of Waunakee committees and departments, and other national, state, and local governmental bodies will not be charged a fee for using Community Hall. Current Rental Fees can be found on the Library's website under the Rental Fee table. The Library Director will consider requests by organizations to exempt themselves from a usage fee on a case-by-case basis. Library staff members may use Community Hall once per year for family, personal, or other purposes free of charge. Staff members reserving the room will be responsible for set-up and clean-up of the space prior to and after the event.

### **Cancellations and Refunds**

Only the contact who booked the event may request a refund, and may be asked to verify information before a check will be issued.

- Cancellations requested MORE than 4 WEEKS of the event date will receive a FULL refund of the total payment due in the form of a check.
- Cancellations requested MORE than 2 WEEKS but LESS than 4 WEEKS of the event date will receive a 50% refund of the total payment due in the form of a check.
- Cancellations requested LESS than 2 WEEKS of the event date will not be refunded.

**The Library reserves the right to cancel any pending or approved event for weather, safety, or other reasons that effect Library operations at any time.** The Library will do their best to contact the person who scheduled the event of any cancellation as soon as possible. Events that are cancelled for these types of reasons may be rescheduled or issued a FULL refund.

## **Alcohol Fee Refunds**

The alcohol fee is a part of the total payment due. The Library will not issue a separate refund of the alcohol fee from the total payment received if the party decides they no longer want to serve alcohol. Please decide at time of booking whether or not you wish to serve alcohol.

## **General Guidelines for Using Community Hall**

Users of Community Hall and attendees will:

- Not disrupt the use of the Library by others.
- Set up and return room to its former arrangement when finished.
- Complete meetings or events at the agreed upon time.
- Put all refuse in trash receptacles provided.
  
- Affix nothing to walls without approval of Library management. Users will abide event decoration guidelines as described below.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity.
- Leave area in good condition.

Persons attending meetings are subject to Library rules, regulations, and policies. Groups who disturb Library activity or Library users will be denied future use of meeting rooms. All renters of Community Hall are subject to the Rental Damage Policy. Library staff may enter and remain in any event in Community Hall at any time.

## **Limitations**

Community Hall may not be used for:

- Programs for which there is an admission charge or ones designed as fundraisers, except by prior permission of the Waunakee Public Library Director.
- Any purpose which may interfere with the regular operation of the Library.
- Meetings with people under 18 years of age without adult supervision.
- Storage of materials or equipment.

## **Equipment**

Users are responsible for any damage to Library-owned equipment, flooring, or furniture. The Library is not responsible for any damage to equipment brought into the building.

## **Room Damage**

Additional custodial time necessary for clean up or damage to spaces/equipment will be invoiced to the renter. The Library will provide documentation of damages and will pursue restitution to the fullest extent allowed by law. Replacement or repair charges per individual item will be assessed at time of invoice. Checks returned as NSF will be charged a \$30 processing fee in addition to any bank fees. Unpaid damages will result in not being able to use a Library space until damages are paid. At the discretion of the Library Director, significant damages may prevent a group or organization from renting a space in the future.

### **Decorations & Prohibited Items**

Renters of Community Hall are encouraged to provide decorations for their events. The Library does not provide decorations. The Library provides no tablecloths so if you wish to have table coverings, please plan to bring your own.

There are limitations to decorations. Table decorations are allowed, but we ask that no glitter or confetti be used in decorations of any kind. If you wish to hang decorations on the walls, only painter's tape is permissible. Duct tape, scotch tape, packing tape, or any other kind of adhesives besides painter's tape are prohibited. Nothing may be hung on the glass windows in the back of the room or the wood wall / screen in the front of the room, even with painter's tape.

Events wishing to utilize paint during a program must receive permission by the Library Director prior to the event and must utilize drop-cloths on the floor and coverings on the table surfaces. No candles or other open flames are permitted inside Community Hall. Use of prohibited items or adhesives resulting in damage or excessive cleaning will result in damages being charged to the renter as outlined above.

### **Hold Harmless Agreement**

User must abide by rules stated in this policy, indemnify the Library from any damage caused by user, and hold the Library, the Village of Waunakee and its employees, free from any liability.

### **Disclaimer**

The fact that a group is permitted to use a Library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library or the Village of Waunakee. No advertisements or announcements implying such endorsements will be permitted. The Library's logo must not be used on any promotional material unless approved by the Library Director. Signage for private meetings or events are not permitted outside the Library on the building, on the grounds, or in Library windows without permission of the Library Director.

The Library Director or his/her designee may consider exception(s) to any aspect of this policy.

Approved by the Waunakee Public Library Board, June 21, 2019

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