



## MEETING ROOMS USAGE POLICY

As a public institution, the Waunakee Public 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. The Meeting Rooms Usage Policy here refers to usage of the Library's Board Room, Meeting Room, and Living Room. Study Room usage will be governed by the Study Room Policy. Community Hall usage will be governed by the Community Hall Usage Policy.

Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the library's rooms 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 meeting and study rooms at all times. Use of meeting and study rooms 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 Rooms Usage Policy may be made at the discretion of the Library Director.

### **Reservation Priorities for Board Room, Living Room, and Meeting Room**

Groups must complete a Room Reservation Form on the Library's website to reserve or rent a meeting room. Reservations must be made by a responsible member of the organization, over 18 years old, who will see that all the regulations are followed. If more than one group requests a room for the same time, priority will be given as follows:

1. Library programming or library-related meetings
2. Other organizations in order by date of application and, if payment is required, when it is received.

The Library reserves the right to pre-empt reservations; however, the Library will not preempt within 2 weeks of the scheduled meeting date.

The Living Room and Meeting Room may only be reserved less than 2 weeks in advance.

Board Room reservations must be made more than 2 weeks in advance of the meeting date.

### **Rental Fees for Board Room**

Payment required for the Board Room is due 2 weeks before the reservation date.

The Living Room and Meeting Room do not have a rental fee. Board Room rental fees will be assessed for all non-Library or non-governmental reservations. 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. Nonprofit organizations registered within the Waunakee Community School District will not be charged a fee. Current Rental Fees can be found on the Library's website under the Rental Fee table.

### **Cancellations and Refunds**

Only the contact who booked the reservation may request a refund, and may be asked to verify information before a refund will be issued. Credit/Debit Card service fees are non-refundable.

Cancellations requested for the Board Room made more than 2 weeks of the reservation date may reschedule within 30 days or receive a full refund of the total payment due in the form of a check or refunded to card used.

Cancellations requested for the Board Room made less than 2 weeks of the reservation date will not be refunded.

The library reserves the right to close and cancel use of its meeting rooms in the event of an emergency due to weather conditions or if rooms are in need of repair.

### **General Guidelines for Board Room, Living Room, and Meeting Room**

Meetings are to take place during regular library hours and must end 15 minutes before the library's scheduled closing time. Exceptions may be made with the approval of library management.

User 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 by event decoration guidelines as described below.
- Not block fire exits in any way.
- Not exceed designated maximum room capacity.
- Will have a parent or guardian accompany children 8 years and under if in the main areas of the library. All children must be supervised at the event or meeting. See the Library's Child Safety Policy.
- Leave area in good condition.

Persons attending meetings are subject to library rules, regulations, and policies. Groups or individuals who disturb library activity or other library users will be denied future use of meeting rooms. Library staff may enter and remain in a meeting room at any time during a meeting.

### **Limitations**

Meeting rooms may not be used for:

- Programs for which there is an admission charge or ones designed as fund-raisers, except by prior permission of the Waunakee Public Library Board.
- 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 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**

There are limitations to items that may be used in Meeting Rooms. Nothing may be hung on the walls or from the ceiling in the Meeting Rooms. Use of prohibited items may result in charges to the renter. See Room Damage section.

Prohibited Items:

- Lit candles or open flames
- Catering cans, Sternos, small cooking appliances, or open flames of any kind
- Helium-filled balloons
- Duct tape, scotch tape, packing tape, or any other adhesive
- Glitter
- Confetti
- Paint
- Pinatas (allowed outside only)
- Silly string
- Slime
- Play-doh
- Super glue or hot glue
- Alcohol

### **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. 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. 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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