

# Meeting & Study Room 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 Library offers two large meeting rooms for rent, and two smaller meeting rooms that are available for reservation. The library also offers nine study rooms for individual or small group use.

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. Exceptions to the Meeting Room Policy may be made at the discretion of library management.

## **General Guidelines**

### **Hours**

A meeting is to take place during regular library hours and must end 15 minutes before the library's scheduled closing time. Exceptions may be made for events held in Community Hall and the Board Room with the approval of library management.

### **Reservation Priorities for all spaces except Community Hall**

Groups must complete a Room Reservation Form in print or on the Library's website to reserve or rent a Meeting Room (see Meeting Room Reservation Form). 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 payment received.

Rooms may be reserved no more than 90 days in advance of the meeting date.

Exceptions are made for private events in the Community Hall. 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 pre-empt within 2 weeks of the scheduled meeting date.

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

### **Limitations**

Meeting rooms may *not* be used for:

- Sales or promotional meetings by for-profit companies.
- Programs which promote one political candidate or party; however, informational programs that present a variety of viewpoints are permitted.
- 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.

### **Conditions for Use**

User and attendees will:

- Not disrupt the use of the library by others.
- Set up and return room to its former arrangement when finished.
- Put all refuse in trash receptacles provided.
- Affix nothing to walls without approval of library management.
- 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. Library staff may enter and remain in a meeting room at any time during a meeting.

### **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.

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

## **Available Meeting Rooms at the Library**

### **Available for Rent**

*Please see 2019-2020 Fee Schedule for Room Rental Fee Rates*

### **Board Room**

Located on the first floor, the Board Room offers a formal meeting space for groups up to twenty. Amenities include a large conference table, and a video display monitor for usage with personal devices.

Users may bring in their own food or beverage, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

The Board Room is available during non-Library hours with prior approval and during hours when Library staff is available.

### **Community Hall**

Community Hall offers several seating configurations for large group gatherings. Community Hall accommodates 72 people in classroom-style, 96 people in banquet set-up, and 140 in auditorium-style layout. Amenities include a full audiovisual system, lectern, microphones, and access to the Patio. Community Hall also features a Warming Kitchen which is available for an additional fee. Community Hall and the Warming Kitchen are available during non-library hours. All events in Community Hall must end by 11 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 space.

Community Hall may be rented for events eighteen (18) months in advance. A deposit of 50% of the rental fee is required upon booking the room. The remainder of the rental fee is due the day prior to the event or meeting.

### **FOOD**

1. Food can be prepared off-site and served at no additional charge to the renter.
2. Renters wishing to serve their own food to their guests and make use of the kitchen may do so by paying the kitchen rental fee. Included in this fee is the use of all major kitchen equipment.
3. A listing of pre-approved caterers is available for your use. The use of an outside caterer must be approved with the completion of the catering application. All caterers must provide proof of applicable licenses and insurance and must agree to pay a

catering fee equal to 10% of the renter's bill. This fee may be passed on to the renter.

#### **ALCOHOL**

1. Cash bar/alcohol sales are not allowed in our facility.
2. Assistance from one of our pre-approved beverage vendors is recommended for all larger events. All beverage vendors must provide proof of applicable licenses and insurance and agree to pay a catering fee equal to 10% of the renter's bill. This fee may be passed on to the renter.
3. Renters are allowed to bring and serve alcohol to their guests as long as it is a private event, the amenity is provided free of charge to the guests, it is an invitation only event and the renter accepts complete responsibility for the service of alcohol as well any issues that may arise from it. There is an additional fee charged for renters serving alcohol at their event.

### **Rooms Available for Reservation at No Cost**

#### **Living Room**

Located off the Lobby, the Living Room provides a flexible space for up to 15 people. The room includes a variety of seating, a fireplace, and a video display monitor for usage with personal devices.

Users may bring in their own food or beverage, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

#### **Small Conference Room**

Located off the Lobby, the Small Conference Room provides a small conference table and seating for up to 6. A video display monitor is included for usage with personal devices.

Users may bring in their own food or beverages for meetings, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted.

#### **Study Rooms**

There are nine study rooms in the Library. Two are located in the Children's Area on the first floor. Seven study rooms are located on the second floor. Study Rooms can accommodate one to three people. Study Rooms are available on a first-come, first-served basis; however, library users may reserve the use of a study room in advance on the library's website. The Library may limit Study Room usage to two hours per

session, depending upon availability.

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