

O. Meeting Room Policy

Approved by Library Board: 04/2011, 07/2015

Last reviewed by Library Board: 08/2019

Purpose

The mission of the Demmer Library is to *connect people to the transformative power of knowledge through opportunities to explore, learn, create, and share*. As space to meet is an essential element in helping people connect, the library board of trustees welcomes and encourages use of the library's meeting space by individuals and community groups when they are not needed for library functions.

Description

Three larger meeting rooms and two private study rooms and one maker space are available for use at the Demmer Library:

Lower level Lower level rooms may be available to groups for afterhours use. See below for eligibility and guidelines. These are not available for single or one-on-one individual use after hours.

Maple Room: max. capacity – 50. Moveable tables and chairs, large screen TV, projection, and sound system connections, Hearing Loop assisted hearing technology, piano, counter top and sink for limited catering.

Tamarack Room: max capacity – 20. Conference room setup for 12 – 15 people around square table. Conference technology includes large screen TV, laptop, polycom phone system and remote conferencing capabilities, white board, two study carrels for private seating.

Spruce Room: max capacity – 6. Table and chairs. Intended for small work group meetings.

Upper level Upper level spaces are only available during regular library hours.

Study Room 1 and 2: max capacity – 3. Table and chairs. Intended for single or one-on-one work, phone conference calls, test proctoring and other exams.

Libratory: max capacity – 15. Moveable tables and chairs. Whiteboard, sink and countertop. The Libratory is the library's maker space and is intended for hands-on and creative learning activities. Public use of space may be limited and all activities in the Libratory are considered open to the general public.

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Eligibility

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff and/or library board of trustees.

Large meeting rooms

In general, groups are given priority in the following order:

1. Library and Friends of Library programs (those programs involving library staff);
2. Local government meetings/programs: official meetings or programs of the Town of Three Lakes, Oneida County, State of Wisconsin, or another governmental agency or department;
3. Public program or activity presented by an educational, cultural, civic, or social organization;
4. Meetings of a non-profit community organization;
5. Activity of a profit-making organization or business, including classes, workshops, and meetings held with intention of generating revenue for an organization or business. A fee will be charged for all for-profit organizations and activities.

Room availability may be determined based on size of group, intention of program, and desired meeting hours. Library staff have final authority in determining eligibility and room assignments.

Study rooms

While use of the study rooms is available to the general public, frequent users may be asked to obtain a library card to expedite room sign-in.

Groups or individuals that have abused the privilege of using a room during or after hours in the past may be determined to be ineligible for future use.

Fees and reservations

Demmer staff strive to assure fair and equitable use of the library study and meeting rooms.

All reservations will be made through the library director or designated staff. The library director may grant or deny reservations which appear to be clearly covered by the library board's written policies. An applicant may appeal a denial by the director to the library board.

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Reservations will be handled on a first-come, first-serve basis. The library will maintain a calendar of scheduled events. Reservations for recurring meetings or events will be considered with the understanding that a room may be changed or a reservation cancelled in if a higher priority request is received. Notice will be given as early as possible if a reservation must be changed.

Organizations and/or individuals may use the rooms rental-free, provided they do not charge admission or hold a profit-making activity. For-profit activities, as determined by library staff, will be charged a flat rate of \$40/meeting. Fee must be paid prior to the start of the meeting.

Lower level rooms

Advance reservations are required for any afterhours meetings, and generally required for the Maple Room and Tamarack Room.

To reserve a room, an individual representing an organization or business must provide:

- Contact name
- Contact phone number and/or email
- Date and time of meeting
- Approximate size of group meeting
- Whether the activity is non-profit or for-profit in nature

Upper level rooms

The two study rooms are generally available for walk-in use, but reservations may be made for specific times during regular library hours. During times of high demand, these procedures will apply:

- Priority use of study rooms will be for conference calls, test proctoring, group work, etc., at library staff discretion.
- Rooms are generally available for one hour time slots by walk in or reservation. Time beyond one hour cannot be guaranteed.
- All users will be asked to sign in to determine start of one hour time.
- Room reservations will be released if requester is not signed in within five minutes of reservation time.
- Room availability may be limited by an upcoming reservation.

The Libratory is considered a public maker space. All activities taking place in the Libratory must be open to the public.

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Publicity

The library will not actively promote activities of any outside groups using the rooms through press releases or printed materials. The library phone number may not be given for contact information. Registering participants for non-library activities and programs will be the responsibility of the sponsoring group. Registration and program information will be displayed in the public vestibule area only.

As a courtesy, library staff may post signs indicating time and location of afterhours meetings on the entrance doors; this is not a guaranteed service.

Circulating petitions and/or conducting surveys, as well as solicitation, inside the library, at the doors or on the entry sidewalks (library property), unless authorized by a governmental body, is prohibited. Persons may use the sidewalk to circulate a petition or survey may do so as long as they are on a right-of-way and not impeding access or entry to the building. Program literature may be distributed during the meeting, but will not be left on library property without prior approval.

All organizations must comply with all licensing and copyright requirements for program content. Failure to comply will result in suspension of meeting room privileges.

Use

Set up and take down

Tables and chairs may be arranged to suit in the Maple Room, however after program is completed all equipment should be returned to its original state. Set up and take down is the responsibility of the presenting group.

Light refreshments may be provided and served; sponsoring group will be responsible for proper clean-up. If clean-up is insufficient or damage occurs, a charge of \$20.00 and the cost of the repairs will be assessed, and a group may be considered ineligible for future use.

All Library rules, as outlined in C. Patron Responsibilities and Conduct Policy, apply to those using meeting rooms at all times. The board of trustees and staff do not assume any liability for groups and/or individuals attending a meeting in the library. Responsibility for personal injury is assumed by the organization using the library. The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.

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After hours use

The Demmer Library board of trustees designates authority to the library director to permit a group to meet/continue to meet outside of the library's regularly scheduled open hours.

A group requesting to meet outside of library open hours must:

- Specify afterhours use in the room reservation request;
- Identify and provide contact information for an individual who will be responsible for closing and securing the library after the meeting has ended;
- At the end of the meeting, assure the following things are done:
 - o Assure all participants have left the meeting rooms, bathrooms, and have exited the library;
 - o Assured that the back and front entrance doors to the library have been securely closed.
- Assure that all meeting room policies are followed while the group is meeting after hours.

Any group or individual that abuses after-hours meeting privileges or is determined to be in violation of library rules during those times may have rights to future use of the meeting rooms permanently revoked.

Non-Discrimination Policy

The Edward U. Demmer Memorial Library shall not discriminate in the use of its facilities, including meeting rooms, on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Appendix: Meeting Room Use Application