

MEETING ROOM USE

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Meeting Rooms

The library provides meeting rooms as a service to the community. The library director has discretion in determining what use is in the best interest of the library and is authorized to act accordingly, including limiting the use of the rooms by individuals or groups whose activities interfere with operations, adversely affect public safety, or cause public disturbances.

For the purpose of this policy, an established group is defined as a group that has been meeting at the library regularly for five years or more; Such groups will be given priority and should renew their room reservations for the next calendar year between December 1 and December 15 of the current calendar year. Established groups may submit a single reservation for the entire reservation period.

Description of Rooms Available with Furnishings:

Community Room (1)

- 900 square feet
- Maximum capacity is 94 people. A specific layout is detailed in the attached map.
- 11 folding tables, 61 folding chairs, 8 cushioned board chairs, 14 child chairs, one large, fixed board meeting table
- 1 projector, 1 screen (limited to Community Room use)
- 1 laptop with Internet and/or 1 Blu-ray player (limited to Community Room use)
- 1 speaker system (limited to Community Room use)

Study Room (2)

- Each study room is 120 square feet
- Maximum capacity is 5 people.
- 1 table, 5 chairs per room

Depending on the needs of the library at any given time, one or more items of equipment may not be available for use. Requests should be made for specific equipment needs when completing applications.

Reservation of Rooms (by non-established groups and individuals):

Meeting rooms will be available on a first-come, first-serve basis up to thirty days in advance.

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Reservations are made at the library service desk. The individual making the reservation must be eighteen years or older and must be in good standing. Reservations cannot be assigned to another person or group without an application being completed and approved. Applications must be submitted by an adult who is personally responsible for the meeting and adherence to the rules. Groups composed of members under the age of eighteen must have an adult representative in attendance at the meeting(s).

One application will be filled out per event. The meeting room will be considered reserved only after approval from staff, fees are received, and confirmation has been sent to the contact person.

Study rooms are available in two-hour intervals during library hours on a first-come, first-serve basis at no charge to the Winnebago community. Extra time allotted for study room sessions will be accommodated if there are no requests for use of the room within the next half-hour. Those individuals or groups who have been allotted additional time beyond the two-hour limit will be asked to vacate if all study rooms are filled and a new party wishes to use a room.

Priority of Use:

Priority for the use of the meeting rooms will be given in the following order:

1. Library sponsored meetings and/or programs.
2. Established groups asking for space reservations outside their annual meeting reservations.
3. Individuals living within the library district, not-for-profit groups, or governmental bodies with a representative living within the library district. Applicants must hold valid WPL cards.
4. For-profit businesses located within the library district are limited to two times per month.
5. For-profit businesses that are not located within the WPL district may reserve space once per month at the current rate. (See staff at front desk for list of current rates).

All reservations are approved at the discretion of the library director and will be considered on a first-come, first-serve basis.

Procedure:

Upon arrival, individuals requesting the use of a study room must check in at the library's service desk. Availability will be reviewed at this time and reservations will be taken if in use. Meeting room users are asked to notify staff when the session is finished. The room will be inspected for condition.

Staff will take reservations. Library administration will approve after-hour reservations, if applicable. Problems and questions will be referred to library administration. Library administration will refer problems to the library board of trustees as needed.

Cancellations:

A 24-hour notice of cancellation is requested. When it is necessary to cancel, applicants are asked to inform staff if a room is no longer needed so that it can be reassigned to an available status. Applicants who have not arrived within 10 minutes of the scheduled start time will be considered no-shows and the reservation will be removed. Failure to cancel within 24 hours of reservation could result in the forfeiture of meeting privileges. Three sessions within a calendar year of no-shows will be suspended from use of the room for one month or at the discretion of administration.

Fee for Use of Community Room:

There is no charge for use of the rooms during open library hours. Study rooms are available during regular business hours only.

The cost of room rental will be reviewed every two years by the board at the beginning of the fiscal year. The staff at the front desk will have the current rate sheets available.

A meeting room deposit is made at the time of the reservation without exception. If a non-library program is scheduled until the library closing time, a deposit is required to ensure the party leaves as scheduled. If the party does leave on time, the deposit will be mailed to the contact person within seven business days. If they are late leaving the premises, the deposit will be forfeited. Any fees set forth in this policy may be waived in special circumstances at the sole discretion of the library director.

If a meeting or program extends past the library closing time, overtime fees per hour pro-rated to the half hour will be charged. Payment of overtime fees does not excuse violating the rule against completing a program before closing time; an applicant or group may be barred from future use of the meeting rooms if its program is not over before closing time, in addition to the overtime fee.

There is no charge for use by staff or trustees. They may volunteer to be the library representative, and the hourly fee is waived. Staff will note that the fee is waived and the representative's name and contact information should appear on the application.

Any damage to the room or equipment will result in a charge for the cost of cleaning, replacement and/or repair. Failure to pay damages will result in the group or individual being permanently banned from using the meeting rooms.

Damages and Liability:

The library is not responsible for personal items left behind by patrons or their guests nor is the library responsible for items left unattended by their owners. Any individual using the meeting room(s) will be held responsible for willful or accidental damage to the library building, grounds, collections or furniture caused by the individual or group in accordance with this policy. If an applicant or organization does not keep the meeting rooms in reasonable order, that applicant or organization will be charged a cleaning service fee equal to the custodian's hourly rate for time spent restoring order and cleanliness. Future use of the meeting rooms may also be forfeited if there are repeated instances of damage or mess.

Applicants who reserve a room understand that they take full responsibility for the actions of themselves and anyone in their group and will be held accountable for violations of this policy or the Library Conduct policy.

Use of Meeting Rooms:

Since the meeting rooms are open to all type of groups, use of the library's study rooms does not constitute the Winnebago Public Library's endorsement of viewpoints expressed by the room's occupants. Advertisements or announcements implying such endorsements are not permitted. The meetings are made available on "an equitable basis, regardless of the beliefs and affiliations of individuals or groups requesting their use" according to the Article VI of the Library Bill of Rights as adopted by the American Library Association.

Rooms must be vacated at the latest 15 minutes before library closing, or at the end of the scheduled session, whichever comes first. The individual who reserves the room is expected to remain in the room at all times.

Conditions of Use:

The group or individual using the room will be responsible for setting up tables and chairs, and for cleaning up afterwards. Any accidents, spills, or other damage must be reported to staff before leaving the premises so that library maintenance and cleaning staff can attend to it.

It is not permissible for any group to rearrange library furniture or to borrow furniture from other parts of the library without the permission of the staff. Groups or individuals are to leave the rooms in as good or better condition than found.

Signs are not permitted in any part of the library advertising for-profit activity. A directional sign is permissible. Signs and decorations may not be stapled to walls or doors.

Any use of glue, crayons, paint, markers, tape, glitter, wax, and other craft supplies is expected to be cleaned up at the end of the session. Waste must be placed in appropriate garbage.

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The library cannot store any materials or items for groups or individuals using the meeting room(s).

No weapons, alcohol, smoking, illegal substances, or other illegal activity will be permitted in the library or on the grounds under any circumstances. Use of candles, lighters, or any other type of flammable device is strictly prohibited.

There is no guarantee of a silent atmosphere inside rooms; however, applicants are asked to be respectful of other patrons and of the Library Conduct policy regarding noise. Programs may not disrupt the use of the library by others. Persons in attendance are subject to all library rules and regulations.

/jlo 5/24/23

TERMS OF USE AGREEMENT

I, _____, as an individual or a representative of a group or organization, accept full responsibility for the cost of any cleaning and/or repairs as a result of damage on the meeting date listed above.

I understand that I am asked to inform the staff if a room is no longer needed so that it can be reassigned to an available status. I understand that if I have not arrived within 10 minutes of the scheduled start time, this reservation will be considered a “no-show” and the reservation will be removed. Failure to cancel within 24 hours of reservation could result in the forfeiture of meeting privileges and that three consecutive sessions of “no-shows” will be suspended from use of the room for one month.

I understand that I/we must vacate the room 15 minutes (at the latest) before library closing, or at the end of the scheduled session, whichever comes first.

I understand, as an individual or a representative of a group or organization, that by signing this form, I accept responsibility for any damages resulting in my groups use of the community room, accidental or otherwise.

By signing below, I am attesting that I have received and read the library’s Meeting Room Use and Library Conduct policies and agree to abide by all terms and conditions stated therein.

Signature of person in charge: _____ Date: _____

Signature of Administration/Staff: _____ Date: _____

Library Staff Use Only:

Application has been: approved: _____ denied: _____

Library staff has notified person in charge of approval?: _____ Yes _____ No

Required Deposit Amount (if applicable): _____

Paid: _____ Yes _____ No _____ Waived By: _____ On: _____

Library Staff Assigned to after hours event and/OR Representative (if fee waived):
