

CLINTONVILLE PUBLIC LIBRARY
MEETING ROOM POLICY

Prior Dates of Review and Approval: December 18, 1991, May 17, 1995, March 19, 2003, July 20, 2005, 17 January 2007

Date of Review & Approval: 21 February 2007

RULES AND REGULATIONS FOR USE OF LIBRARY MEETING ROOM

1. It is the library board policy to encourage the use of the meeting room by educational, cultural, civic and non-profit groups as long as this use does not interfere with the normal functions and regular programs of the library. Non-library organizations may hold a maximum of three routine or regularly scheduled meetings at the library per year. The exceptions are: meetings that are co-sponsored by the library or directly related to library use.
2. The room shall be used during regular library hours only. Reservations for the room shall be made with the library director at least one week before the meeting.
3. No meetings shall be scheduled unless they are finished 15 minutes before the library closes. All group members shall be out of the building at closing time. If groups meet beyond regular library hours, they shall be charged \$35 per hour or fraction thereof.
4. An authorized member of the group must sign the Meeting Room Request Form. By signing that form, the applicant agrees that:
 - a. S/he has read the Rules and Regulations for the Library Meeting Room and understands them.
 - b. S/he understands that any failure to abide by these regulations will cause a forfeiture of rights to use the room for one year.
 - c. S/he accepts the financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
5. There shall be no posters, signs, etc. attached to the walls, curtains, folding doors or any other parts of the building.
6. It shall be the responsibility of the user to arrange the furniture to its liking, but after the meeting it must be returned to the original arrangement by closing time.
7. It shall be the responsibility of the user to leave the room clean and orderly including the removal of garbage. Garbage shall be removed from the premises and disposed of at home.
8. The meeting room includes a small refrigerator and counter. There shall be limited use of this facility. Refreshments shall be limited to coffee, tea, milk, and non-colored, non-alcoholic liquids. Simple foods may be served upon prior approval. Each group shall provide its own serving utensils and leave the serving area in a clean condition after its use.

9. There should be no more than 40 people in half of the room. If the full room is used the maximum seating capacity is 80.
10. There shall be no alcoholic beverages or smoking in the building.
11. It is NOT the responsibility of the library staff to set up or operate any equipment used in the meeting room. Any presentations must comply with current copyright laws. 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.
12. If the room is to be used by children or young adults, an adult shall make the reservation and be responsible under the same Rules and Regulations as apply to adult use.
13. The meeting room shall not be used for:
 - a. Any purpose, which in the opinion of the director, interferes with the normal operation of the library.
 - b. Fund raising purposes, unless it is for a non-profit/charitable organization.
 - c. Programs involving the sale, advertising or promotion of commercial products or services.
 - d. Personal family purposes.
14. 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 or Board. Any advertisements inviting the public to a meeting at the library shall include the words, "Use of a City of Clintonville facility by this organization constitutes neither approval or endorsement of its products or services".

Any exceptions to these rules must be authorized by the Clintonville Library Board.

**CLINTONVILLE PUBLIC LIBRARY
75 HEMLOCK STREET
CLINTONVILLE, WI 54929
PHONE: 715-823-4563
FAX: 715-823-7134**

MEETING ROOM REQUEST FORM

Date wanted _____ Expected attendance _____

Program begins at _____ and ends at _____

Check one – half room (maximum capacity 40) _____
full room (maximum capacity 80) _____ (available only by special request)

Name of group _____

Type of meeting _____

Contact person's name _____ Phone _____

Address _____

Snacks and/or beverages must be approved in advance. Please list all snacks or
beverages you will be serving _____

AGREEMENT

Applicant agrees to abide by all regulations of the Clintonville Public Library regarding the use of facilities and accepts responsibility for any damage caused to the building or its equipment, other than normal wear.

Applicant shall indemnify and hold harmless the Library Board, City of Clintonville, their agents, officers, employees and volunteers from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and/or within the library premises, or ways or walks adjacent thereto, by reason of any bodily injury to, or death of, any person, or by reason of any injury to property of third persons occasioned by any act of omission, neglect, or wrong doing of the Applicant or any of his/her, and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the Applicant to the premises, and the Applicant will, by his/her, and/or its own cost and expense, defend and protect the Library Board, City of Clintonville, their agents, officers, employees and volunteers against any and all such claims or demands.

The Library Board, City of Clintonville, their agents, officers, employees and volunteers are not responsible for loss of or damage to individual property while using the meeting room.

Signature of Applicant _____ Date _____