

East Troy Lions Public Library Meeting Room Policy

Original Policy Approved: 09-12-2000
Policy Updated and Reviewed: 02-09-2016, 03-08-2016, 11-13-2018, 5-10-2022
Updated Policy Approved: 5-10-2022

The Lower Level of the Library has two possible meeting spaces: 1) the large open space with a maximum capacity of 110; or 2) the smaller, former Makerspace which may not exceed 10. Either of these rooms is available for use by educational, cultural, civic, non-profit, and for-profit groups or individuals, as long as this use does not interfere with the normal functions and regular programs of the library and does not exceed maximum capacity. The meeting room is provided as a free public service to non-profit and educational groups or individuals. As such selling or sales promotions are prohibited and no admission charges may be collected. For-profit groups or individuals who wish to use the meeting space will be charged a \$35.00 application/clean-up fee.

Guidelines for Use:

- 1) The meeting room will be made available on an equitable basis, regardless of the beliefs and affiliations of the individuals or groups requesting its use. Meetings are scheduled on a first-come, first-serve basis, and it is understood that library programming will have first priority in room use.
- 2) The purpose of the meeting or activity taking place must be in-line with the overall mission of the Library – to enhance the lives of customers through meaningful recreational and educational opportunities, and to help build up the community.
- 3) The meeting room shall be used during regular library hours only. Clean up and set up of the room are the responsibility of the individuals/groups using it and should be completed no later than 15 minutes prior to library closing time.
- 4) No activity shall be permitted which shall, in any manner, be potentially or directly destructive to library property or disruptive to library service. The meeting room must be left in a neat, clean, orderly condition. In the event of any damages incurring to library facilities or property, the group/individual agrees to reimburse the Library for all costs for repair or replacement. If not, the responsible group/individual will be given notice that continued offense will result in denied access to the meeting room.
- 5) The fact that a group is permitted to meet or exhibit in the library does not in any way constitute an endorsement of the groups' policy, beliefs, or activities by the Library Board or Staff. No advertising or announcements connected to the event may imply such endorsement. Any materials containing the name or address of the library publicizing the event must be approved by the Library Director prior to release.

6) Smoking is prohibited.

7) Light refreshments may be served; however, alcohol may not be served.

8) The Group/Individual affirms that they shall release the Library Board from any liability when they sign the agreement below. The Library, at its discretion, may require groups to provide a certificate of insurance at its request.

Reservations and Cancellations:

1) The meeting room may be reserved no more than four months in advance, and no single group may have more than eight meetings reserved in advance. Regular monthly or bi-monthly meetings are permitted, but no regular weekly or daily meetings are permitted (unless specific arrangements have been made with the Library Director).

2) Meeting room reservations will be confirmed when a signed room use application is received (for-profit groups or individuals must also pay the application/clean-up fee before the meeting/event) and approved by the Library Director. The person signing the room use application must be at least 18 years of age.

3) Individuals/Groups that come in without making a reservation must realize that the space may be in use. Also, one person who is at least 18 years of age must be on hand at all times.

4) The ETLPL reserves the right to cancel meeting room reservations without notice in the event of emergency, such as weather closings or unsafe building conditions. Application fees will then be refunded.

5) The Library Director has the authority to revoke permission for use of the meeting room if these policies and guidelines are not followed, and also to interpret minor variations from this policy. If permission is revoked, the individual/group affected may appeal the Director's decision to the Library Board.

Application for Use of the ETPL Meeting Room

Applicant: _____ Email: _____

Organization: _____ Date of Event: _____

Address: _____ Start Time: _____ End Time: _____

City: _____ Zip: _____ Number Attending: _____

Phone Number: _____ Limited to 110 or 10 determined by requested space

Requested Space: _____ Large _____ Small

Reason for use of meeting space: _____

I, the undersigned, on behalf of the above-mentioned organization, do hereby agree that we will abide by the policies governing the use of this facility as set forth above. I will specifically accept responsibility for any damages to the facility as a result of the occupancy of said premises by our organization. Said premises will be left as clean as when the organization arrives.

Signature: _____ Date: _____

Library Director Signature: _____ Date: _____

Certificate of insurance has been provided if requested: _____

For profit application fee has been paid: _____

Publicity materials using the ETLPL's name or address have been approved: _____