

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
Updated Policy Approved: 11-13-2018

The Lower Level of the Library has two possible meeting spaces: 1) the large open space; or 2) the smaller, former Makerspace. 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. The meeting room is provided as a free public service to non-profit and educational groups or individuals. 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 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).
- 4) 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.
- 5) 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.

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6) The meeting room shall be used during regular library hours only.

7) 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. If not, the responsible group/individual will be given notice that continued offense will result in denied access to the meeting room.

8) 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.

9) Smoking is prohibited.

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

11) The "Group" affirms that they have adequate insurance and shall release the Library Board from any liability when they sign the agreement below. A certificate of insurance must be recorded.

12) 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 Meeting Room

In the name of _____, I am applying for the use of the Meeting Room in the East Troy Lions Public Library. I have noted the provisions and guidelines and agree to comply with them.

Authorized Representative (print)

Address

Phone Number

email

Day, Date, and Time of Meeting

Number Attending

Signed

Date

Library Director

Date

Reason for use of the meeting space:

Certificate of Insurance has been provided: ____