

## Meeting Room Policy

The library meeting rooms are available for use 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. The meetings rooms are provided as a free public service.

### Policy

1. Meeting rooms will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Meetings are scheduled on a first come – first served basis. It is understood that library programming will have first priority in room use.
2. The rooms may be reserved no more than ninety (90) days in advance, and no single group may have more than three (3) meetings reserved in advance. Regular monthly meetings are permitted, but regular daily or weekly meetings are not permitted. Weekly meetings may be approved by the library director if the meetings are in keeping with the mission of the library (tutoring & literacy sessions).
3. Meeting room reservations will be confirmed when a signed Meeting Room Use Agreement is completed, or confirmed to be on file, and approved by the library during normal business hours.
4. The room shall be used during regular library hours only.
5. No charge will be made by the library for the use of the meeting rooms.
6. Rooms may be used for:
  - a. meetings which are open to the public;
  - b. presentations, group discussions, workshops, and other similar functions;
  - c. organizations engaged in educational, cultural, intellectual, governmental or charitable activities;
  - d. individuals (or formal or informal groups) for purposes of studying, researching, planning, etc.
7. Rooms may not be used for:
  - a. any purpose which may interfere with the regular operation of the library;
  - b. commercial events (where products, services, or memberships are advertised, solicited, or sold), including educational classes or seminars which charge a fee (library sponsored performers may sell merchandise related to their performance);
  - c. purely social events, including personal, company, or family parties, receptions, showers, etc.;

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- d. individuals, businesses, or civic groups to conduct regularly scheduled office hours, classes, workshops, or seminars;
  - e. gambling, in any form or any illegal activity.
8. No admission fee, registration fee, nor donations may be sought from meeting attendees, except by local non-profit educational, social service or cultural organizations with the specific permission of the library director.
9. No materials (brochures, flyers, bookmarks, etc.) may be distributed to other patrons using the library without the specific permission of the library director.
10. There shall be no posters, signs, etc. attached to the walls, curtains, windows or any other parts of the library.
11. Users must abide by the library's Food and Drink Policy. No smoking is allowed.
12. The library cannot accept calls or relay messages to persons attending meetings, except in emergencies.
13. The rooms shall 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 rooms.
14. Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear. Maximum capacity for the meeting room is 18 people.
15. Events or meetings will not be publicized in a manner which suggests library sponsorship or affiliation. Use of the library meeting rooms does not imply endorsement by the library staff or library board of viewpoints presented.
16. The library board and staff do not assume any liability for groups or individuals attending a meeting in 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.
17. The library director has the authority to issue reasonable meeting room rules and to revoke permission for use of meeting rooms if policies and rules are not followed, and has authority to interpret minor variations from this policy. Any person or group may appeal the director's decision to the library board.

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Any exceptions to these rules must be authorized by the Board of Trustees of the Kimberly-Little Chute Public Library.

Adopted: 1/28/2010  
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