

## POLICY

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**TITLE: Meeting Room Use**

**EFFECTIVE DATE: 12/91**

**AUTHORIZED BY: Library Board of Trustees**

**DATES OF REVIEW: 12/91; 1/92; 4/96; 4/98; 5/00; 3/02; 2/17**

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### **Purpose**

The library's meeting rooms are designed primarily for use in the library's own programs. When the rooms are not needed for activities related to the library, they will be available free of charge for use by local community groups subject to the policies established by the Library Board of Trustees.

As a general policy for meeting room use, the library board adopts Article #6 of the American Library Association's "Library Bill of Right":

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

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. The library neither endorses nor contests a meeting's content.

### **Meeting Rooms**

The main floor meeting room is located at the library's entrance, just off the lobby, and has a maximum capacity of 66 persons. There are tables and chairs available for set-up in assorted configurations. Various pieces of equipment are available for use during meetings.

The upstairs meeting room is located on the mezzanine and has a maximum capacity of 15 persons. It contains a conference table with seating for eight persons.

### **Hours**

Meetings shall normally be scheduled only for those hours when the library is open to the public; meetings scheduled for other times must be approved in advance by the library director.

## **Permitted use**

Meeting rooms may be used for programs sponsored by governmental units, non-profit educational and cultural agencies, charitable organizations, community service agencies, corporate groups and other responsible parties.

Examples of permitted use (not inclusive) are:

1. The library's own programs, such as staff and board meetings, story hours, programs conducted by the staff, instruction or guidance in the use of the library, etc.
2. Any program of which the library is a sponsor, participant, or cooperating agency, such as literacy tutoring, discussion groups, Friends of the Library meetings, etc.
3. Individuals or groups engaged in educational endeavors, such as tutors (free or fee-based) home-schoolers, etc.
4. Governmental agencies of the City of Chippewa Falls
5. Other governmental units and service agencies supported by community funding, such as United Way agencies.
6. Non-profit educational and cultural agencies and charitable organizations.
7. Club events
8. Religious groups for meetings and events, excluding services.
9. Political meetings, candidate forums, "listening sessions," etc.
10. Profit-making agencies, except for such purposes as noted in the following sections on restrictions.

## **Restrictions on Usage**

The meeting rooms may not be used for:

1. Any purpose which, in the opinion of the director and/or library board of trustees may interfere with the normal use of the library.
2. Fundraising purposes; however training and/or informational programs by recognized community service agencies are permitted.
3. Commercial events where products, services or memberships are advertised, solicited or sold, or programs requiring the purchase of an item as a condition for attending a meeting. *Library sponsored or co-sponsored performers may sell merchandise related to their performance.*
4. Political campaigns, although bi-partisan political forums are permitted.
5. Purely social events such as parties, receptions or reunions.
6. Religious services, although study groups and business meetings are allowed.
7. A return engagement by an individual, group or organization that has abused the facility or the regulations in its earlier use of the rooms.
8. Programs not in keeping with the library's goals and objectives, or which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.

Library administration reserves the right to limit meeting room use per group or individual.

**Reservation**

Those wishing to use the rooms will be asked to supply information regarding the purpose of the meeting and/or group provide the name and telephone number of the contact person.

The granting of future use will depend on the condition in which the room is left following use.

The library director may grant or deny a request that appears to be clearly covered by the library board's written policies, but shall refer exceptional applications to the board for decision. An applicant may appeal the director's denial by submitting a written request for reconsideration to the library board, whose decision shall be final.

**Admission**

No admission fees may be charged. However, programs or educational courses that require registration fees or tuition shall be allowed, subject to prior approval.

**Equipment**

An organization may provide and operate its own audio-visual equipment. The library's equipment may be used with prior approval and subject to the related policies regarding patron borrowing of library equipment. No additional equipment may be brought into the meeting room without prior approval of the library staff.

There is no room for storage of an organization's equipment without prior permission from the library director.

**Refreshments**

Refreshments are permitted in the downstairs meeting room. Beverages are permitted in the upstairs conference room.

**NO SMOKING/VAPING IS PERMITTED IN EITHER OF THE MEETING ROOMS.**