

**CLINTONVILLE PUBLIC LIBRARY  
MEETING ROOM POLICY**

Date of Board Approval: December 18, 1991, May 17, 1995, March 19, 2003, July 20, 2005, January 17, 2007, February 21, 2007, May 19, 2011, August 11, 2016  
Prior Date of Review and Approval: September 12, 2024

Meeting Room Policy

The Library meeting room is 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 and the City of Clintonville.

1. A representative of the group must submit this Meeting Room Agreement and Request Form; by submitting this form, the applicant agrees that:
  - a. They have read and understand this policy.
  - b. They understand that any failure to abide by these regulations will cause a forfeiture of rights to use the room for one year.
  - c. They accept the financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
2. The meeting room will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. Meetings are scheduled on a first-come-first-served basis.
3. To ensure equitable access, organizations and individuals are limited to using the meeting room for no more than four hours per day and no more than one reservation (day) per week. Exceptions can be made on a case-by-case basis with Library Director approval.
4. Requests will need to be made at least 48 hours in advance of requested date.
5. Wisconsin Room cannot be reserved as a meeting room. It is available for use but the door needs to be open to allow patrons to browse the collection.
6. Recurring meetings may be scheduled for up to a six-month period. The library reserves the right to limit groups to one meeting per month.
7. The meeting room may be used for:
  - a. Meetings which are open to the public;
  - b. Public lectures, panel discussions, film and slide presentations, group discussions, workshops, and other similar functions
  - c. Organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities.
8. The meeting room shall not be used for:
  - a. Programs involving the sale, advertising or promotion of commercial products or services.
  - b. Personal, company, or family parties.
  - c. Individuals, organizations, or businesses to conduct business, office hours, classes, workshops, or seminars.
9. The room shall be used during regular library hours only. If groups meet beyond regular library hours, they shall be charged \$40 per hour.
10. Occupancy limits for the standard room is up to thirty (30) people. For the expanded room, the max is sixty (60) people.
11. If the room is to be used by children or young adults, an adult shall make the reservation, supervise the room, and be responsible for upholding this agreement.

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12. Library Staff are not responsible for the supervision of children whose guardians are occupied in the use of the meeting room.
13. Meeting room reservations will be confirmed when a Meeting Room Agreement and Request Form is submitted and approved by the Library Director or designee.
14. No posters, signs, etc. may be attached to the walls, curtains, folding doors or any other parts of the building.
15. The user may rearrange the furniture, but must return it to the original arrangement by the end of the reservation time.
16. The user must leave the room clean and orderly. Garbage must be removed from the premises and disposed of by the user. Fees may be charged for damage or cleaning of the room, and any expense incurred by the Library as a result of usage is the responsibility of the group or individual on file.
17. The Library will not provide and/or store equipment and supplies to anyone using the meeting room.
18. Alcoholic beverages, vaping, and smoking are prohibited. Exception: Events sponsored by the Friends of the Library may offer alcohol provided the proper permits and regulations are in order.
19. Library staff is not responsible for setting up or operating any equipment used in the meeting room. Any presentations must comply with current copyright laws.
20. A group's use of Library facilities 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 nor endorsement of its products or services".

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.