

## ***Approved by RDL Board of Trustees 5-11-2024***

### **Meeting Rooms [Meeting Room and Annex Agreement Form in Addendum] CH 6 Public Service Policy pps 15-17**

#### **LIBRARY MISSION**

The Rhinelander District Library serves as a hub in the community, attracting new and existing businesses and families, and bringing people together to celebrate, to share, to discover, to learn, to grow and to be entertained. It encourages exploration and literacy for children as well as adults. It strives to provide a warm, inviting, convenient and non-threatening environment for people and ideas to come together.

#### **I. Purpose**

The Library meeting room is primarily used for Library provided educational, informational and cultural programs for the enjoyment of the community. These may be Library-sponsored programs in conjunction with ~~or~~ affiliated groups, community partners, or other library purposes.

Other uses of the Library's meeting room include but are not limited to: library-related meetings such as Library Board Meetings; or affiliated groups, such as the Foundation, Friends of the Library, Northwoods Regional Adult Literacy Council, Library-sponsored book clubs, or Northwoods Genealogical Society meetings.

#### **II. The Library provides the meeting room for community use as a public service.**

Making the meeting room available to the public is not the primary mission of the Library and must always be subordinate to Library's mission. No use of the meeting room will be allowed that is likely to disturb Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library patrons, staff, facilities and/or collection.

The meeting room is provided to, as available, not-for-profit groups.

Everyone using the meeting room must follow the Library's Patron Policies, which includes no smoking, no alcohol, and no activities that interfere with Library use or safety.

The meeting room is not private or soundproof. Events may be closed to the general public (if otherwise compliant with policy). Library staff may enter a closed-door meeting at any time to ensure policy is being followed.

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### **III. Requirements for Room Reservations:**

1. *The meeting room is booked on a first come-first served basis after priority library use. For reservation form click here [Meeting Room Reservation Form](#). Call the library at 715-365-1070 to determine meeting room availability.*
  - a. Donations to the library for use of its meeting room are accepted but are not required.
  - b. The maximum capacity of the lower-level meeting room is 75 people.
2. Examples of allowed use (not comprehensive):
  - a. Events, programs, and activities organized, sponsored and conducted by the library.
  - b. Club events (veterans, youth, sports, service, etc).
  - c. Meetings (not-for-profits, associations, cultural—events designed for entertainment and enjoyment of an audience, and educational).
  - d. Classes or exams offered by not-for-profit educational institutions, local municipalities, counties, or their subdivisions.
  - e. Home-school, meetings, events, and exams.
  - f. Religious social, media clubs, and study, not services.
  - g. Public political meetings, candidate forums, legislative listening sessions, etc.
3. Prohibited uses:
  - a. Commercial events--any event primarily seeks to promote, advertise, or introduce a product, service, brand, or company to the public (MLM, sales pitch for services or products, indirect or direct marketing intended to increase customer base)
  - b. Gambling in any form
  - c. Serving or using controlled substances
  - d. Purely social events, including personal and family parties.
  - e. Any event disruptive of normal library operations or service
  - f. Illegal activity
4. Meeting room users agree to abide by these regulations:
  - a. A completed, signed, meeting room reservation form is required. The form is available here [Meeting Room Reservation Form](#)
  - b. Reservations must be submitted at least seven business days prior to the date to allow time for processing the request. *Walk-ins will be considered on a case-by-case basis.*
  - c. The meeting room is not considered reserved until the application is received, approved, and confirmed by the Library staff.
  - d. Any false, misleading, or incomplete statement on the application shall be grounds to deny or revoke permission to use the meeting room.

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- e. The Library Director, or designee, reserves the right to reject a reservation request based on RDL policy, or exceptional cost to the library. Under consideration are the contents of the application, the history of the group's meeting room use, and other pertinent information.
  - f. If The Library Director, or designee, determines, additional security measures will be needed, the organization shall be required as a condition of such reservation, to pay to the Library in advance of the meeting for any or all extraneous costs relating to the meeting the library may incur.
  - g. The Library does not charge for the use of the meeting room. Groups using the meeting room may not charge admission. Not-for-profit clubs, organizations, and classes may collect reasonable and relevant dues and materials fees.
  - h. Groups or individuals using the meeting room shall not publicize their event in any way that implies it is sponsored, co-sponsored, endorsed, or approved by the Library unless permission to do so has been given by the Library Director or designee.
  - i. The Library's address cannot be used as an address for any group using its meeting room. The Library's telephone number cannot be used as the contact number or for registration for the group and its meeting unless permission to do so has been given by the Library Director or designee.
  - j. The meeting room is not intended to serve as a permanent public meeting location for any group. Meetings may be booked up to 3 months in advance (Library and affiliated programs excepted. Regular monthly meetings are permitted, regular daily or weekly meetings are not. More frequent room use may be permitted on a temporary basis at the discretion of the Library Director or designee and dependent on availability of the meeting room.
5. Use of Facilities
- a. Library staff will not provide assistance in setting up the meeting room.
  - b. The contact person must be present when the meeting is held. Groups or individuals using a meeting room take full responsibility jointly and severally for scheduling the meeting, ensuring that all attendees follow the meeting room policy and Library rules of conduct are followed during the meeting.
  - c. Those using the meeting room shall take reasonable care of the room, furnishings and equipment, returning the meeting room to its original condition, and shall pay for any damaged caused or inflicted by an organization, its members, affiliated persons, guests, invitees, etc. Nothing shall be taped, hung, tacked, etc. to any walls, windows, doors, furniture, ceiling. without prior permission. Use of confetti, glitter/glitter coated objects, and open flames and burning objects are not allowed. Limited decorating, such as with floral

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centerpieces or name tents, is permitted, but certain types of decorations may be prohibited per building code.

- d. Nothing associated with or advertising a meeting or event shall be placed in the Library's entrance, halls, or floor that impedes patrons' access to the Library or its services.
- e. Meeting room doors and fire exits shall not be blocked in any way.
- f. Meeting room are available during normal library hours, fifteen minutes after opening and up to fifteen minutes prior to Library closure. Meetings and activities should end in time for cleanup and permit all persons, equipment and supplies to leave the room by the end of the reserved time. Meetings that run beyond their scheduled time will be permitted to continue only with the permission of the Director or designee.
- g. Library Employees have an absolute right to enter any meeting at any time to ensure Library policy is followed.
- h. The Library may preempt meeting room use if it is needed by the Library. Alternative meeting times and space offerings may be made.
- i. Advance notice of not less than **48** hours will be given should an organization need to cancel its reservation.
- j. If the Library needs to cancel the reservation and it is *not an emergency* the organization shall be given notice **72** hours in advance.
- k. If emergency closure of the Library results in a meeting cancellation, every effort will be made to contact group representatives as soon as possible.
- l. Meeting room users may request equipment for use during their reservation. *Staff may be available to assist with requested equipment. Staff will check out materials prior to the meeting. After the meeting materials will be checked to ensure they remain in the room or are returned to the desk as required. (insert equipment available for requesting).*

Meeting organizers are permitted to bring their own equipment, but Library staff will not support the operation of it.

### **6. Hold Harmless/Indemnification**

In consideration of the use of the meeting room and library facilities, any person or group using the meeting room hereby agrees to indemnify and hold harmless the Library from any and all actions and suits related to its use of such meeting room and facilities. The signed representative for the group agrees to reimburse the Library for any and all costs for repair or cleaning caused directly or indirectly to the meeting room and/or facilities by such use. If any person or group refuses to pay for the damage, the matter will be referred to the Library's attorney for legal action and the group will lose library privileges.