

Meeting Room Use Policy Revised March 13, 2023

Definition and Description of Rooms

The Thompson/Smith meeting room and Buehler conference room are intended for use by non-profit organizations, community and neighborhood groups and educational and cultural institutions holding meetings or events. Meetings for mediation or counseling with a governmental or non-profit organization or representative may be accommodated. The rooms are available at no cost and must be reserved in advance.

Thompson/Smith meeting room – For meetings/events for nine to 85 people

Buehler conference room – For meetings or events up to eight people

The Library Board subscribes to the American Library Association's Library Bill of Rights which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Granting permission to use the Charles & JoAnn Lester Library meeting rooms does not constitute endorsement by the Charles & JoAnn Lester Public Library or City of Nekoosa of the group or its activities.

Availability, Reservation, and Cancellation

The Thompson/Smith meeting room and Buehler conference room may be used by the following groups and in this order of priority:

- The Charles & JoAnn Lester Library Board
- The Library for library-sponsored activities
- City of Nekoosa committees, commissions, boards and departments to carry on functions relating to the government and/or health, education, safety, culture, and general welfare of the citizens of the City of Nekoosa
- Nekoosa community and school groups
- Non-profit organizations, community, and neighborhood groups

Groups other than City of Nekoosa departments may only use the meeting space three times per month.

Special events requiring use of the room for a full day or multiple days in a row, other than those held by City of Nekoosa departments, requires at least one week advance notice and authorization and approval from the Library Director.

The Thompson/Smith meeting room and Buehler conference room may be reserved up to six months in advance. The room may be reserved up to six hours in a day subject to availability. Reservations must be made at least 24 hours in advance if the request is made on a weekday business day, and 48 hours in advance if the request is made on Saturday, Sunday or holiday. Reservations are made via calling the Library during business hours.

Please note that Library Administration may have to adjust, rearrange or cancel meeting room reservations if Library/City requirements demand. In the event that a reservation must be altered or canceled, the Library will contact the person(s) who made the reservation with as much advance notice as possible.

If users need to cancel a reservation, they must call to cancel during library business hours.

Rules of Use

All groups approved to use the Thompson/Smith meeting room and Buehler conference room are subject to these rules of use:

- All meetings held in the **Buehler conference room** must end and attendees must leave the room 15 minutes before the library closes. The room must be tidied and rearranged if necessary before this time in order to ensure the room is vacated 15 minutes before the library closes.
- All users are subject to the Library Code of Conduct.

The use of the meeting room shall not result in financial gain to the community room user or the organization. This means:

- No admission fee may be charged nor a collection be taken.
- Rooms may not be used for commercial demonstrations or sales promotions of products or services.
- Fundraising events are not allowed unless they are co-sponsored by the Library or the City of Nekoosa.
- Social functions or personal/family activities including, but not limited to, family reunions, showers, birthday, or other celebrations are prohibited.
- Groups of young people under eighteen must have the meeting room application completed by an adult and an adult must be present for the duration of the meeting or event.
- A responsible person from the group will alert the library staff to open the facility and notify the library staff when the reservation is over so the room can be locked.
- Food and beverages may be served with the expectation that the users will leave the room in order, disposing of trash and recycling in provided receptacles.
- Alcoholic beverages, smoking, vaping, and open flames are not permitted.
- Groups will be held financially responsible for any damage, missing items, or required cleaning beyond the standard daily cleaning.
- Neither the Library nor the City of Nekoosa is responsible for the equipment, materials or property brought to the room by the group or its members.
- Library staff should be notified as soon as possible of any emergency, accident, or unusual occurrence.
- Users of the Thompson/Smith meeting room **MUST** turn off all lights and verify that the front door catches and locks behind them when leaving the building.
- Library staff is unable to carry messages (telephone calls) to persons/groups using the meeting rooms.