

ITEM NUMBER: 8.01 a-e
CHAPTER 8: Facility and
Equipment
Management
CODE: Policy
COMPUTER ID: FMPRO-1

Title: Meeting Room Policy
Effective Date: 01-02-95
Authorized By: Library Director
Date of Last Revision: 4-20-2006

Library Bill of Rights

“VI. 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.”

USES AND PRIORITIES AMONG USERS:

Meeting rooms may be used for programs sponsored by government units, non-profit educational and cultural agencies, community service agencies, informal groups, individuals, businesses and other responsible organizations.

Reservations are on a first come, first serve basis. Use of the room is free. No admission fees can be charged except for meetings sponsored by the Library. Any group charging a fee or tuition may not use the meeting rooms.

The priorities are as follows:

Priority 1: LIBRARY: Any part of the Library's own program: staff and board meetings, story hours and programs conducted by the staff, instruction or guidance in the use of the Library.

Priority 2: LIBRARY SPONSOR: A program in which the Library is a sponsor, participant, or co-operating agency such as Friends of the Library, Wisconsin Valley Library Service, The Literacy Council, and other library organizations.

Priority 3: GOVERNMENT: Use by Marathon County and other governmental units.

Priority 4: OTHERS: Use by service agencies, non-profit agencies, the general public, and businesses.

The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. Selling or sales promotions with the exception of those provided by the Library itself, the Library Foundation, or Friends of the Library.

ITEM NUMBER: 8.01 b

3. Programs whose purpose is the sale, advertising, or promotion of products or services.
4. Private parties.
5. A return engagement by a group that has abused the facility, equipment, or library regulations in its earlier use of the room.

MEETINGS IN SEQUENCE:

It is the policy of the Library Board of Trustees to encourage the widest possible use of its meeting room by the community so long as this outside use does not interfere with the normal functions of the Library.

Commitment of the meeting room for meetings in sequence, such as every third Tuesday, or every Thursday at 10:00 a.m. will be allowed within the following exceptions:

1. The meeting room can be reserved on a regular basis during the hours of 9 a.m. until 3 p.m. Tuesday through Thursday. Other times and days are not allowed for regular sequential meetings.
2. If the meeting room is needed by the library for meetings or special programs, the group using the room on a regular basis will be contacted and asked to meet in another location.

ROOM RESERVATIONS:

Meeting rooms are available at all nine library locations in the County. Reservations for Wausau, Mosinee and Stratford meeting rooms must be made with the Library staff.

Meeting rooms at other branch locations (Athens, Edgar, Hatley, Marathon, Rothschild, and Spencer) must be reserved with the village or city in which the library is located.

Reservations for use of the meeting room may be made by telephone, FAX, Internet, or in person with the library staff. This reservation shall include acceptance of responsibility for proper use of the facilities and any library equipment used. Reservations will be confirmed during the Library's open hours. Fax and Internet reservations will be confirmed by Email, FAX, or telephone during the following business day. Copies of the reservation forms are included in Item Number 8.01 e.

The Library Director may grant or deny reservations which appear to be clearly covered by the Library Board's written policies but shall refer exceptional reservations to the Library Board of Trustees for a decision. An applicant may appeal a denial by the Director to the Library Board of Trustees.

The Library should be notified as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

Use of the meeting room is restricted to the hours reserved.

EQUIPMENT RESERVATIONS:

An Internet connection is available in each Wausau meeting room. Library equipment must be used to connect to the Internet. Library staff will make the connection.

Groups may bring their own AV equipment to use. Some library equipment is available at Wausau and can be requested for use in branch library meeting rooms. No charge will be made for use of the equipment.

ADMISSION:

All programs and meetings shall be open to all members of the public. No admission fees can be charged except for meetings sponsored by the Library.

CAPACITY:

The Wausau Room has a maximum seating capacity of 99 persons.
The First Floor Meeting Room (Wausau) has a maximum capacity of 15 persons.
Stratford has a maximum seating capacity of 30 adults, 50 children.
Mosinee has a maximum seating capacity of 99 persons.

HOURS:

Meetings may be scheduled for any hours when the library is normally open. Exceptions will be at the discretion of the Library.

REFRESHMENTS:

Refreshments may be served in all Library meeting rooms.
A kitchen unit is available at Stratford, Mosinee, and the Wausau Room at Wausau.
No alcoholic beverages will be permitted.
All Marathon County Public Library buildings are smoke-free.

GENERAL GUIDELINES

The group reserving the room shall be responsible for setting up.

A key to the meeting room can be obtained from library staff.

In Wausau, the responsible person for the group reserving the room can obtain the key from the Information Desk staff. At Mosinee and Stratford, library staff will unlock the meeting room.

Non-library equipment or materials may not be stored in the meeting rooms without prior permission.

The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

ITEM NUMBER: 8.01 d

Food and beverages are allowed; catering and food delivery is allowed.

Alcohol is not allowed.

No group may consider the Library its permanent meeting place or use the Library's mailing address as its mailing address.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

The contact person agrees that the library may give out name and contact information to the public.

Failure to observe the policy may result in loss of meeting room privileges.



3rd Floor Wausau Room - Group Registration Form
www.mcpl.lib.wi.us 300 N 1st St., Wausau WI 54403
 715-261-7200 FAX 715-261-7204
 Capacity 99

Meeting date _____ (day of week) _____ Today's Date _____

Time: Start time _____ End time _____ Duration _____

Complete Name of Group & Name of Workshop (if applicable)

Name of contact person _____

Email of contact person: _____

Address of contact person: _____
Street

City/State/Zip

Phone: _____

Additional Information:

- Expected Attendance _____
 - Time meeting starts (if different from above) _____
 - Parking available in nearby ramps _____
 - Pick up key @ Information Desk _____
 - Small kitchen available: sink, refrigerator, 2 percolators _____
 - Internet available with MCPL equipment
- [Note to staff] - Check the calendar before reserving the laptop computer, the laptop projector & the speaker phone.
 [Internet available with MCPL equipment]

Technical support is not available

Equipment reservations:

- VCR & monitor _____
- Podium w/ speaker _____
- Marker & chalk board _____
- Slide projector _____
- Overhead projector _____
- *Laptop computer _____
- *Laptop projector _____
- *Speaker phone _____

*reserve in Customer Service Office First Floor

For staff use only:

- 1) Reservation staff _____
- 2) On Yahoo! Calendar _____
- 3) Dup copy to Ref for computer setup _____
- 4) Dup copy to Administration office _____

Staff: Please check the appropriate box. For statistical use only

- ___ Library administration/staff
- ___ Club
- ___ Non profit agency
- ___ Political
- ___ Education (School/Home education)
- ___ Library sponsored program
- ___ Service group
- ___ Government
- ___ Business
- ___ Religious
- ___ Other _____
- ___ Individual