

ITEM NUMBER: 8.01 a-i
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: 06-20-2011

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 groups or individuals.

Use of the room is free.

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 SPONSORED: 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. A meeting where an admission or other fee or tuition is charged by a group/individual other than the Library itself, the Library Foundation or the Friends of the Library.

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3. Programs whose purpose is the sale, advertising, or promotion of products or services or includes selling a product or service with the exception of those provided by the Library itself, the Library Foundation, or Friends of the Library.
4. Private parties. A return engagement by a group that has abused the facility, equipment, or library regulations in a previous 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.

1. A group or individual may have the meeting room on reserve for meetings in sequence, such as every third Tuesday, up to a maximum of six (6) meetings, and for a maximum of two (2) meetings per month.
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 at that location.

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.

Applications are available both online and at Library Service Desks, and may be picked up in person or downloaded from the Library's website. The completed application form may be mailed or faxed to the Library, or turned in at any Library service desk. Reservations will be confirmed during the Library's open hours. They must be received at least 7 days prior to the meeting date to allow sufficient time for processing. The exception would be study groups of six or fewer in the Small Conference Room.

The application must be signed by an authorized adult representative of the group who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages.

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:

Wireless internet access is available in the Library's meeting rooms. Groups may provide their own laptop computer and projector or reserve the Library's equipment. Setup and technical support is not provided by the Library.

Groups may bring their own AV equipment to use. Additional equipment may be reserved from the Library depending on current availability. No charge will be made for use of the equipment.

ADMISSION:

All programs and meetings shall be open to all members of the public.

CAPACITY:

The Wausau Room has a maximum seating capacity of 99 persons.

The *minimum number of users is 10 persons* for the Wausau Room.

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:

Meeting rooms may be reserved for hours when the library is normally open. Exceptions will be at the discretion of the Library. Meetings must adjourn no later than 30 minutes before the Library closing time to allow participants time to exit the building by closing time.

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 RULES OF USE

Room Arrangement and Maintenance. Chairs and tables are available for groups to set up to meet their needs. Because of limited staff, the Library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use. The responsibility for setup and clean up is assumed by the group using a room. Chairs and tables must be returned to their original arrangement following a meeting.

The group must check in with the Main Desk in Wausau or with staff at Mosinee and Stratford immediately prior to obtaining access to the meeting room. Staff will unlock the room and checkout any reserved equipment to the contact person or his/her representative. Any equipment checked out is to be returned to the Main Desk or designated area at a Branch.

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

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

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

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.

The Library Director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this Policy or the Library Rules of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the Application, the history of the group's Meeting Room use in the Library, and such other information as he or she may deem appropriate.

A Meeting Room is not considered reserved until the Application is received, approved, and confirmed by the Library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

Only Marathon County Public Library cardholders are eligible to book Meeting Rooms and Group Study Rooms. Other groups will be reviewed on a case by case basis.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the Library must clearly state that the meetings is not sponsored by the Marathon County Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.

Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.

Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the Library may be removed from the walls.

Parents or caregivers who bring children to meetings in the Library are responsible for those children. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended anywhere in the building. Please refer to Unattended Customer Policy.

The Library does not provide assistance with carrying supplies or equipment, and custodial help and assistance with the operation of equipment are not available.

Political meetings are acceptable for the discussion of issues but not for fundraising, party caucuses or meetings closed to the public.

Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.

No cooking may be done. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.

No gambling is permitted.

The Library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.

Library personnel must have free access to the meeting room at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The meeting room policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the Library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

Liability for Damages. The library reserves the right to charge the applicants for cleaning, maintenance, repair, and replacement due to any damages which are determined to be proximately caused by participants at the meeting or event and are determined to be reasonably under the control of the applicant or any organization applicant represents.

Insurance and Exception. Any meeting or event which will be attended by 75 or more persons shall be subject to a risk assessment by the Marathon County Risk Manager. The scope of the proposed use may require a certificate of insurance, hold harmless agreement or contract. The Marathon County Risk Manager may elect to waive the insurance requirement if he or she determines that the planned meeting or event does not present a substantial or significant liability or property damage exposure to the library or Marathon County.

This policy shall not be construed to apply to meetings or events involving expressive activity which enjoy the protection of the U.S. and Wisconsin Constitutions. To qualify for this exception, applicant shall be required to either:

1. Agree to indemnify, protect, defend, and hold harmless the library, Marathon County, their officers and employees against all claims, damages, expenses, loss or liability arising out of the proposed use and determine to be proximately caused by the acts or omissions of the applicant and/or any participants in the planned meeting or event who are determined to be reasonably under control of the applicant, or any organization applicant represents. This indemnity shall not foreclose claims made against the county by the applicant, or any organization applicant represents, and shall not foreclose claims made by third parties; or
2. Agree to redesign or reschedule the permitted meeting or event to respond to specific risks, hazards, and dangers to the public health and safety identified by the Marathon County Risk Manager as being reasonably foreseeable consequences of the meeting or event.

**Marathon County Public Library
Meeting Room Application
www.mcpl.us
300 N 1st St., Wausau WI 54403
715-261-7200 FAX 715-261-7204**

How to Apply

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

Name of contact person:

MCPL Card #:

Email of contact person:

Address of contact person:

Street

City/State/Zip

Phone number of contact person:

Purpose of meeting (Detailed Description):

Room Requested

Wausau Room (capacity 99/minimum 10) _____ Mosinee (capacity 99) _____

Wausau First Floor Room (capacity 15) _____ Stratford (capacity 30 adults or 50 children) _____

Meeting date _____ Day of the Week _____

Time: Start time _____ End time _____ (no later than 30 minutes prior to library closing)

Expected Attendance _____ There is a 2 hour limit on parking in the Wausau Library lot. Please use one of the nearby parking ramps to avoid fines. In consideration of others, groups of 20 or more are kindly asked to park in other locations near the Library.

Equipment Needed

Laptop _____ White Board _____

Projector _____ Podium _____

TV/DVD _____ Other (Specify) _____

Small Conference Room Study Waiver

For groups of up to 6 persons, the Small Conference Room is available to walk-in Customers for study purposes. If others are waiting, this will be limited to two hours of use. All previous confirmed reservations will supersede walk-in study use.

Small Conference Study Room User

Date

MCPL Staff

Date/Time