

Meeting Room Policy

Meetings are scheduled on a first-come, first-served basis. Organizations are asked to make a monetary donation for each meeting to cover meeting room expenses. The room reservation form must be signed by an adult at least 18 years of age, who will be responsible for adherence to the policy. The person who signs the reservation form will be regarded as the responsible party for the group. Information must be provided at this time regarding the program and AV equipment needs. There must be an adult present at every meeting. The meeting rooms may be reserved by any group up to 6 months in advance.

All library or City committees (Library Board, sub-committees, Foundation, Friends group, library programs and city elections) may book the meeting room an unrestricted number of times. If a Library or City event conflicts with another reservation, the group will be contacted as soon as possible.

Room reservations are not confirmed until the reservation form has been completed and signed by the applicant and the library administration. By signing this form, the applicant/group agrees to accept the responsibility and liability relating to the use of the facility. Fees may be charged for damage or cleaning of the room.

Meetings may be held between 9:00 AM and 8:00 PM, Monday through Thursday and during other open library hours. Organizations are responsible for their own room setup, clean up and garbage removal. Due to liability issues no one is to be in the building after the library closes.

Participants must be admitted to all meetings free of charge.

Groups may choose the meeting rooms based on expected attendance. Meeting Room A (70) Meeting Room B (40), Meetings Room A & B (120 occupancy) or Meeting Room C (12-15). Meeting Rooms A & B are located in the lower level. Meeting Room C is located on the main level. No refreshments are to be served in Meeting Room C. The Teen Program Room or Children's Story Time Room may be available upon request.

The meeting rooms may not be used for the following:

1. Any purpose which may interfere with the regular operation of the library.
2. Personal or family parties.
3. Programs involving the sale, advertising, solicitation, or promotion of products, services, memberships or classes. This includes tutoring where compensation is received.

There is a snack kitchen available for beverages or other light refreshments. Use of the snack kitchen must be requested and approved in advance. Some serving utensils are provided. No food warming devices, such as electric roasters, crock pots, etc. are allowed, with the exception of coffee and tea pots. The kitchen must be left clean.

Any audiovisual equipment or material needed must be reserved at the time of room booking. The library cannot provide operators for this equipment. If instructions are required, it is suggested that a representative of the group make an appointment with library staff before the meeting. All audiovisual equipment must be checked out at the Circulation Desk by a group representative with a valid library card. The person who checks out the equipment is responsible for any damage incurred. Equipment must be returned to the Circulation Desk at the end of the meeting.

No signs or posters may be attached to the walls. Any signs, informational or directional, must be approved by the library administration. Meetings should end on time. Individuals responsible for the meeting should be sure all attendees know where the fire exits are located. No smoking or consumption of alcohol is permitted.

Exceptions will be made for library programs in all cases.

By signing the Meeting Room Reservation Form, the applicant agrees that:

1. S/he has read the Meeting Room Policy and understands it.
2. S/he understands that any failure to abide by these regulations may result in a loss of meeting room privileges. Failure to notify library staff of a cancellation may also result in loss of meeting room privileges.
3. S/he accepts the financial responsibility for any and all damage caused to the building, furnishings, or equipment beyond normal wear/and or usage as determined by library staff.
4. All meetings must have adult supervision (someone over 18).

Adopted by the Waupaca Area Public Library Board of Trustees July 13, 1993
Revised by the Waupaca Area Public Library Board of Trustees August 9, 1994
Revised by the Waupaca Area Public Library Board of Trustees June 25, 1998
Revised by the Waupaca Area Public Library Board of Trustees February 2001
Revised by the Waupaca Area Public Library Board of Trustees September 13, 2005
Revised by the Waupaca Area Public Library Board of Trustees January 14, 2008
Revised by the Waupaca Area Public Library Board of Trustees November 10, 2009

Applicants are asked to make a monetary donation for each meeting to cover meeting room expenses.

\$ _____

Please retain a copy of this form for your records.
Return to :Waupaca Area Public Library
107 South Main Street
Waupaca, WI 54981
715-258-4414

Date _____ Staff _____

Waupaca Area Public Library Meeting Room Reservation Form

Please Print

Date(s) Wanted _____ Program begins at _____ Ends at _____

Name of Group _____ Expected activity _____

Expected Attendance _____ Responsible Party _____

Address _____

Phone _____ Email _____

Facilitator (if different from Responsible Party) _____

Room Choice (Circle) **A (capacity 70) B(capacity 40) A & B(capacity 120) C (capacity 12-15)**

AV Equipment available. Equipment can be checked out from the Circulation Desk with a valid library card. The person who checks out equipment is responsible for any loss or damage incurred. Equipment must be returned to the Circulation Desk after the meeting.

___ Slide Projector ___ Opaque Projector ___ Overhead Projector

___ VHS/DVD w/TV ___ Laptop w/projector ___ DVD/VHS w/projector

Other Equipment available:

Lectern Easel Dry Erase Board

The Library reserves the right to restrict use of the kitchen. Only light refreshments and non-alcoholic beverages may be served. **We will want to use the serving kitchen (yes or no)**

For what purpose _____

The Library will not set up your meeting room. Please arrive 15-20 minutes early to set up chairs and tables as needed. You will be expected to clean up and remove all garbage and recyclables.

I have received and read the Meeting Room Policy and understand the regulations included. I understand that any failure to abide by this policy, by myself, or my group, may result in a loss of future use of the meeting rooms. I accept responsibility for all damage caused to the building, furnishings or equipment beyond normal wear and/or usage as determined by library staff.

Responsible Party Signature

Date

Staff Signature

Date