

Johnson Creek Public Library, 125 Lincoln Street, P. O. Box 130, Johnson Creek WI 53038

Meeting Room Policy

The Johnson Creek Public library welcomes public use of its meeting room. This meeting room policy, as adopted by the Library Board of Trustees, establishes guidelines for the use of the library's meeting room.

Community use of the meeting room will be reserved on a first-come first-served basis (with library-sponsored events having priority) to groups primarily serving the needs of the community. Such groups may include

- A. Civic improvement groups and organizations
- B. Community groups and organizations
- C. Cultural and artistic groups and organizations
- D. Educational and literacy groups and organizations
- E. Governmental meetings
- F. Other groups

All meetings must be open to the public in accordance with the state of Wisconsin law. No admission fee may be charged except for meetings sponsored by the library or an approved education group or institution for short term classes, institutes, discussion groups and forums. Meetings scheduled by out of town groups will not be allowed to meet when the library is closed.

In case of an emergency, or if a library-related program arises which, in the judgment of the library director has priority, the library reserves the right to ask groups to choose an alternate meeting date.

Reservations for the use of the meeting room must be made by a responsible member of the organization who will see that all rules and regulations are followed. Children's groups may use the meeting room provided that an adult sponsor makes application, and that the meeting is supervised by one or more adults. Reservations are guaranteed only when the fee is paid and the meeting room agreement (provided by the Johnson Creek Public Library) is signed.

Organizations should not use the library's address as its own organizational address. Groups meeting regularly in the library meeting room may store certain materials in the meeting room (such as a coffee pot, craft-materials etc.). The groups should obtain prior permission from the library director.

Groups desiring to use the meeting room for regularly scheduled meetings must make reservations through the library. It is the responsibility of the organization to make reservations. Library staff cannot anticipate the need for the use of a meeting room by any organization. Applications for use of the meeting room may not be made more than ten months in advance.

Groups and organizations holding meetings in the library room assume responsibility for any damage to the room; its contents; and the entire municipal

building complex (if the meeting is held when the library is closed). Therefore, all groups and organizations will be required to pay a security deposit, which is to be paid prior to the first meeting. This deposit will be held by the Johnson Creek Public Library until the group has stopped meeting at the library. Security deposits will be returned in full if no damage has occurred. The amount of the security deposit will be determined by the Johnson Creek Public Library Board of Trustees on a yearly basis.

In addition, groups and organizations scheduling the meeting room on a weekly basis shall be charged a users fee. This fee will be used to help defray the costs of utilities; cleaning; and paper products. The amount of this fee will be determined by the Johnson Creek Public Library Board of Trustees on a yearly basis. Arrangements should be made by the organization to pay this fee quarterly (every three months); twice yearly (every six months); or yearly (at the beginning of every calendar year).

Food and beverages may be served in the library meeting room. Smoking and/or the use of alcoholic beverages is not allowed.

The library shall provide chairs and tables. In addition, the use of the library's television and VCR, as well as kitchen privileges (the library meeting room has a stove and refrigerator) can be requested on the meeting room agreement application. The group or organization shall be responsible for setting up and putting away chairs and tables; and any other equipment or furnishings they use. In addition, for those groups having a meal or other refreshments, they must tie up the garbage and take it with them when they leave the building. The library reserves the right to refuse requests for equipment if the equipment requested is needed for library purposes at the time in question.

Programs may not disrupt the use of the library by others. Any group or organization that is disruptive or disorderly will be asked to leave. Persons attending meetings are subject to all library rules and regulations.

The fact that a group or organization is permitted to use the library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Johnson Creek Public Library.

It is understood the Village of Johnson Creek and the Johnson Creek Public Library assume no responsibility whatever for any property placed in the library in connection with a meeting; and that the Village of Johnson Creek and the Johnson Creek Public Library are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

Johnson Creek Public Library Board of Trustees

Approved December 2, 1997

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Revised July 20, 2011

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