# Johnson Creek Public Library
# Meeting Room Policy

The Johnson Creek Public Library has one large room available for meetings, programs, and individual use. The primary purpose of this room is to provide appropriate space for library meetings and programs in support of the library's mission. However, when the room is not being used by the library or by its support groups, it will be available for use by community groups, organizations, and individuals.

## Description of the Room

The room is approximately 22'x28'. A stove, refrigerator, and sink are available. Stackable chairs and large folding tables are available but must be returned to their original configuration. A 6' wide retractable projector screen is mounted on the wall. Maximum capacity is 48 people.

## Availability and Use

The meeting room will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The meeting room is only available during regular library hours. Meetings are scheduled on a first come, first served basis. It is understood that library programming will have priority in room use. The library director has the right to cancel or reschedule reservations if a conflict arises.

Scheduling of a meeting in the library does not in any way constitute an endorsement by the Johnson Creek Public Library of the group, organization or individual. Organizations may not use the library logo to promote events or use the library's address or contact information as its own. All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the Library must clearly state that the meeting is not sponsored by Johnson Creek Public Library.

All meetings must be open to the public in accordance with the state of Wisconsin law. No admission fee may be charged, and events may not involve sale of items, fund raising activities, or solicitation of donations except for meetings sponsored by the library or an approved education group or institution.

Meetings may not disrupt the use of the library by others. Any group, organization or individual that is disruptive or disorderly will be asked to leave and can be refused use of the meeting room in the future. All individuals, including persons attending meetings, are subject to all library rules and regulations. Permission to use the library meeting room will be denied to an organization and/or meeting whose purpose is illegal. The Library reserves the right to monitor all meetings held on its premises.

## Fees for Using the Meeting Room

There is no fee for groups from a school, government, or nonprofit organization. Proof of non-profit status may be requested. These may include:

A. Civic improvement and community groups and organizations
B. Cultural, historical, and artistic groups and organizations
C. Educational and literacy groups and organizations
D. County and village governments and programs

For-profit or private groups will be charged a $30 fee. These may include:

A. Local businesses conducting a meeting
B. Parties, showers, and other purely social gatherings
C. Individuals or businesses to conduct classes, workshops, or seminars

**Reserving the Meeting Room**

Reservations can be made in person or by calling or emailing the library. The Meeting Room Use Agreement needs to be filled out when the reservation is made and include each individual meeting date. All Meeting Room Agreements must be signed before the start of the meeting. Any applicable fees are due before the meeting takes place. Groups only have use of the room for the time specified, which includes set-up and clean-up time. All reservations will end 15 minutes before the library closes. The meeting room is open to walk ins on a first come first serve basis when the room is not in use or reserved by others.

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.

**Responsibilities of Users**

Groups and organizations using the meeting room assume responsibility for any loss or damage to the room and its contents. The room shall be left in a neat, clean, and orderly condition, and all garbage or recycling removed upon leaving; if not, the group/individual can be refused use of the meeting room in the future. Groups will be assessed the cost of any necessary repairs or extensive cleanup.

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

It is understood the Village of Johnson Creek and the Johnson Creek Public Library assume no responsibility for any property placed in the library in connection with a meeting or individual use; 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 or individual use.

The library director has the authority to revoke permission for use of the meeting room if policies and rules are not followed and has authority to interpret minor variations from this policy. If a group requests an exception to any part of this policy, they may write a letter to the Board of Trustees at least two months (60 days) prior to the meeting date with the request.

Johnson Creek Public Library Board of Trustees
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