

L.D. Fargo Public Library
Lake Mills, Wisconsin
Use of Meeting Room Policy

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- I. Purpose

- (A) It is the purpose of the policy to encourage the widest possible use of library meeting rooms by community groups in the greater Lake Mills area as long as this does not interfere with the normal functions of the library. This policy may be subject to change based on need or circumstance.

- II. Room Accommodations

- (A) Library Hall (on the upper level) accommodates up to 98 persons, depending upon arrangement, and includes a stage and kitchen area.

- III. General Regulations

- (A) Meeting Rooms may be used for any purpose not expressly prohibited by this policy, subject to the usage requirements established by the Library Board.
 - (B) Meeting rooms may not be used for:
 - i. Monetary solicitations, except for the library, Friends of the Library or city-sponsored fund raising.
 - ii. Programs involving the sale, advertising or promotion of products or services or programs sponsored by a business firm, regardless of purpose.
 - (C) Groups using the meeting rooms are responsible for meeting ADA (Americans with Disabilities Act) requirements and providing requested accommodations for meetings or programs. The agreement to provide accommodations is to be included in the publicity or notices for each meeting or program.

- IV. Availability

- (A) Library programs and library-related programs have priority in the use of the facilities.
- (B) Reservation of facilities for purposes other than Library and library-related programs is on a first come, first served basis and shall not be made for over one year in advance.
- (C) Except for Library and government-related programs, groups, organizations or other entities shall not use the rooms for meeting more often than once every month.
- (D) Meeting rooms are generally available for use during regular library hours only. Special arrangements may be made to schedule the Library Hall for alternative hours.
- (E) The meeting rooms must be vacated 15 minutes before the library closes, except for city government-related programs and special arrangements for use of the Library Hall.

V. Charges

- (A) A deposit fee of \$50.00 is required for use of the Library Hall. The fee will be returned in full if the room is left in the same condition and set up arrangement as when the user took responsibility for the room. This deposit may be waived at the discretion of the Library Director.
- (B) Users from outside the boundaries of the Lake Mills School District will be charged \$15.00 for use of Library Hall.

VI. Use of the Facilities

- (A) The library staff will not be responsible for setting up or taking down equipment or furniture used in the meeting rooms.
- (B) Groups may use the library's kitchen facilities to prepare light refreshments such as sandwiches, salad, etc., which involve no cooking. A large coffee pot is available.
- (C) Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings or fixtures.
- (D) No glitter.

VII. Responsibility for Cleaning and Damage

- (A) Meeting rooms must be left in the same condition and set up arrangement as when the user took responsibility for the premises.
- (B) The user will be responsible for all damage to the building, furniture and equipment and any extra cleaning that is required. Specifically, the person who signs the application shall be liable for any loss/damage sustained. In addition, the user shall forfeit their deposit.
- (C) Users shall obtain permission to use and must provide an operator for any special equipment used.
- (D) The library will not be responsible for any equipment or items left in the meeting rooms.

VIII. Prohibitions

- (A) Smoking and alcoholic beverages are not permitted.

- (B) Admission charges may not be made and no items or services may be sold or advertised by groups using the meeting rooms. Activities of the library, Friends of the Library and City of Lake Mills are exceptions.
- (C) Videos for private home use only may not be used for public showings. Patrons who use the meeting rooms are responsible for observing all copyright regulations.

IX. Application and Cancellation

- (A) Users must sign an agreement to follow the Library's Use of Meeting Room policy.
- (B) Application may be made in advance, but not longer than one year prior to the scheduled meeting.
- (C) Any application may be rejected, and previously granted approval withdrawn, for violation of these rules at the discretion of the library administration.
- (D) Applications that do not clearly fit within the usage policy will be referred to the Library Director. Any departure from the policy may be made only with written authorization of the Library Director.