

## MEETING ROOM USE POLICY

The meeting rooms in the Crandon Public Library are located in the lower level of the library. These rooms are intended primarily for use in the Library's own programming. At those times when the room is not in use for library related activities, it will be available for use by local community groups subject to the following policy established by the Crandon Public Library Board of Trustees.

Space and staff limitations and library schedules necessarily require regulatory measures which affect the use of the meeting room.

### PERMISSIBLE USE

In general, the Library's policy permits public, not-for-profit community organizations to use the meeting room free of charge with the understanding organizations will not charge a fee for their meeting. All meetings shall be open to the public. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board. The Library Board reserves the right to refuse all applications.

### RESERVATIONS

The Library Director, or his/her designee, has the prerogative to cancel the use of the meeting room reservation if the room is needed for library use.

All reservations for the meeting room will be made through the Library staff.

Reservation forms are available at the Circulation Desk in the library and on the library's website.

Reservations will be handled on a first-come, first-serve basis. In case of an emergency, or if a library related program arises which has priority, the Library reserves the right to ask the groups to choose an alternate meeting date.

Though a tentative first booking may be made by telephone, a booking is not official until the signed Application for Library Meeting Room Use and Release and Waiver of Claims forms are received by the Library and approved.

A person or group wishing to use the meeting room multiple times needs to sign the forms only once unless the person responsible changes or the group name or function changes. The forms will be kept on file with the Library Director in the library.

The Library Director may grant or deny reservations which appear to be clearly covered by the Library Board's written policies, but shall refer exceptional requests to the Library Board of Trustees for a decision. An applicant may appeal a denial by the Library Director to the Library Board of Trustees.

## EQUIPMENT and USER RESPONSIBILITY

The Library has some equipment available for meeting room use. Organizations wishing to use special equipment should inform the Library of their need at the time they fill out the reservation form.

An organization may provide and operate its own equipment for presentations, such as a projector, laptop, or sound system. All equipment brought in by the organization must be removed from the library building immediately upon completion of that use unless other arrangements have been made with the Library Director.

## NONDISCRIMINATION POLICY

The Crandon Public Library shall not discriminate in the use of its facilities including its meeting room on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital status, sexual orientation or physical, mental, emotional or learning disability nor membership in the national guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States of America.

## RULES FOR LIBRARY MEETING ROOM USE

Organizations may not use the name or address of the Library as their official address. The sponsoring group must be clearly and properly identified on all publicity displayed or published. Publicity may not carry the library's telephone number as a contact and may only carry the library's name and address as the location of the meeting.

The key must be picked up during regular library hours and returned ~~within twenty-four (24) hours after the meeting.~~ **immediately after the event.** Individuals signing for the key must provide a valid phone number. In the case when a key is not returned on-time and/or the key is missing, the individual signing for the key is responsible for the cost of changing the library's locks.

The Library requires that the meeting room be left in the same condition in which it was found, otherwise, the Library reserves the right to charge a fee to cover the cost of cleaning and any repairs.

Groups using the facilities may not attach anything to the walls or furnishings of the library unless permission to do so has been granted by the Library Director. The Library is not responsible for equipment or material owned by a group and used in the meeting room.

SMOKING is not permitted inside the library.

ALCOHOLIC beverages are not allowed on library property except for Library sanctioned events.

**APPLICATION FOR LIBRARY MEETING ROOM USE**

Name of Organization: \_\_\_\_\_

Name of Individual Making Request: \_\_\_\_\_

(If group is composed of persons under age 18, name of adult supervisor)

Groups composed of persons under eighteen (18) years of age are permitted to use the meeting room, however, an individual Over the age of (18) must make the reservation, and must agree to assume responsibility for the actions of the participants.

These must be adult supervision of a ratio of one (1) adult for every five (5) persons under the age of twelve (12), and one (1) adult for every ten (10) children between the ages of thirteen (13) and eighteen (18).

Address of Applicant: \_\_\_\_\_ Phone \_\_\_\_\_

Nature of Meeting: \_\_\_\_\_

Number Persons Expected: \_\_\_\_\_

Date of Meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Meeting: begins \_\_\_\_\_ ends \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

**RELEASE AND WAIVER OF CLAIMS**

The undersigned hereby releases and holds harmless the Crandon Public Library, Crandon Public Library Board of Trustees, and the City of Crandon for any injury or property damage which may occur while the applicant is utilizing the premises.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences hereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local, or territorial law, or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

I have read the Application for Library Meeting Room Use and the Release and Waiver of Claims and I agree to abide by said rules.

SIGNED \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

.....  
For staff use only:

Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

Calendar: \_\_\_\_/\_\_\_\_/\_\_\_\_