

Meeting Rooms Policy

Introduction

One of the primary functions of the public library is to serve as a shared space and community resource. The Walter E. Olson Memorial Library (OML) strives to provide welcoming public spaces, such as reservable meeting rooms. The meeting rooms at OML are available for use by community groups and individuals for presentation of informational, educational, or recreational events in keeping with the mission of the Library. These spaces are heavily used, and this policy aims to support equitable access to them as a shared community resource and public service. This policy has been designed with reference to the American Library Association's documents [Meeting Rooms: An Interpretation of the Library Bill of Rights](#) and [Library Bill of Rights](#), as well as the policies of other Wisconsin public libraries.

Policy

Room Use

- Meeting room facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Meetings are scheduled on a first come – first served basis.
- Meeting rooms are available during Library open hours, and all rooms must be vacated 15 minutes prior to closing.
- Library programming will have first priority in room use and reserves the right to cancel/reschedule reservations to accommodate Library events. The Library will make every effort to avoid cancellations.
- In the event of an emergency, the library reserves the right to close the Library and cancel all use of its meeting rooms.
- Rooms may not be used for:
 - Any purpose which may interfere with the regular operation of the library.
 - For-profit and/or commercial entity use involving the sale, advertising, solicitation, or promotion of products or services or the cultivation of potential clients, even if no active sales take place at the Library.
 - Personal, company, or family parties.
 - Events that charge fees or seek donations, except by local non-profit educational, social service or cultural organizations with the specific permission of the Library Director.
 - Use outside of Library open hours.
 - Any illegal activities.

Available Spaces

- The Community Room is an event space that seats up to 40 people and has a smart TV that can be used for presentations.
- The Eagle Room is a conference room that seats up to 12 people and has a smart TV.
- Study Room A can seat 4 people.
- Study Room B can seat 4 people.
- The ***Tinker Studio*** – This space contains equipment for DIY technology projects such as media digitization, video editing, and producing audio. **As a space with a dedicated purpose, the Tinker Studio is not typically available as a study or meeting room, but may be reserved for technology projects.**

All of these spaces are physically accessible, as per ADA standards, and have Wi-Fi access. Additional presentation materials, such as a lectern, microphone, or whiteboard may be available upon request.

Outdoor spaces at the Library are not available to be reserved or used for non-Library events, though individuals are welcome to use the available seating to read, work, relax, access our Wi-Fi, and enjoy the outdoor space.

Reservations

- Reservations can be made in person at the Library, via phone, email, or by using the Library's [Contact Us](#) page.
- Reservations can be made up to 1 year in advance for events or organizational meetings and 90 days in advance for individual or small group use.
- Reservations for regular annual, monthly meetings, and weekly meetings are permitted. Reservations for multiple consecutive days are **not** permitted. If you reserve a space for use and need a room for the next day, you may stop at the desk at the end of your reservation to see if there is availability.
- The Library does not restrict the amount of time rooms can be used, except during times of high demand when use may be limited to 3 hours per day. Time may be extended if no one is waiting for a room at the end of that time.
- **Please give the Library with as much notice as possible if you need to cancel your reservation.** Reservations will be forfeited if the room is unused for 15 minutes after the reservation start time. Multiple no-shows may result in the suspension of patron's ability to reserve meeting rooms.
- Users must check in and out with staff at the front desk to use the rooms and adhere to the "**Meeting Room Conditions of Use**" that they receive at check in.

Responsibility

The Library Director has the authority to issue reasonable meeting room rules and to revoke permission for use of meeting rooms or enact other appropriate consequences if policies and rules are not followed. The Library Director also has the authority to interpret minor variations from this policy. Any person or group may appeal the Director's decision to the Library Board.

Adopted: April 16, 2014

Amended: July 21, 2021

Meeting Room Conditions of Use

1. Users will vacate meeting rooms at least 15 minutes prior to the Library's closing.
2. All groups using the meeting room must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters or auxiliary aids upon request at public events/meetings.
3. The person reserving the meeting room is responsible for ensuring that the space is left clean and in its original condition/configuration. A minimum fee of \$25 may be charged if more than reasonable clean-up is necessary.
4. The person reserving the meeting room accepts responsibility for any damages caused to the building and/or equipment beyond normal wear.
5. Any fee charged due to cleaning or damage must be paid in full before the individual or group may reserve or use a meeting room again.
6. Light refreshment is permitted, but the Library will not provide cooking or serving equipment.
7. No materials (brochures, flyers, bookmarks, etc.) may be distributed to other patrons using the Library or on the Library grounds without the prior permission of the Director.
8. No posters, signs, etc. shall be attached to the walls, windows, or any other part of the Library.
9. Events/meetings shall not be publicized in a manner which suggests Library sponsorship or affiliation. Use of a library meeting room does not imply endorsement by the library staff or Trustees of the viewpoints presented.
10. The Library staff is not available to accept calls or relay messages except in emergency situations, nor will they provide set-up or equipment operation services. Technology assistance is, as always, available.
11. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.
12. Users agree to abide by all Library policies. The Library retains the right to monitor all events conducted on the premises to ensure compliance with Library regulations, and Library staff will have free access to rooms at all times.