

## 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, including reservable meeting & project spaces. These spaces at OML are available for use by community groups and individuals to fulfill informational, educational, creative, and recreational needs 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

#### 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 may only be reserved for technology projects.

All of these spaces are physically accessible, as per ADA standards, and have Wi-Fi access. While the Library does not provide set-up or equipment operation services, presentation materials may be available upon request. Technology assistance is, as always, available.

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.

#### Usage

Meeting room facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Rooms are scheduled on a first come – first served basis. A library card is not required to use meeting space.

- 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.

- Reservations
  - Reservations can be made in person at the Library, via [online request form](#), phone, or email.
  - 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 organizational meetings are permitted.
  - You may stop at the desk to make a “walk-in” request at any time for immediate use.
- **Usage limits during periods of high demand:**
  - Reservations are subject to daily limitations (generally 2-3 hours total per day). Time may be extended if no one is waiting for a room at the end of reserved time.
  - Reservations are subject to weekly limitations (generally 4-6 hours total per week).
  - The **Tinker Studio** may be made available on a walk-in basis for non-technology use. This limited use may last for no longer than 1 hour.
- Cancellations
  - 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.
  - 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.
- Additional Considerations
  - By using OML’s spaces, users agree to adhere to the “**Meeting Room Conditions of Use**”.
  - The library has the right to transfer individuals or a group to another meeting room in the library.
  - Event hosts are responsible for all publicity. Use of a library meeting room does not imply endorsement by the library staff or Trustees of the viewpoints presented. Advertisements/announcements implying such indorsement are not permitted.
  - The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.
  - Individuals/groups using the meeting rooms are responsible for maintaining order, for compensating the library for damages/cleaning that results from their use, and for the safekeeping of any private property brought into the library. A minimum fee of \$25 may be charged if more than reasonable clean-up is necessary. All fees must be paid in full before the individual/group may use a meeting room again. Fees also may limit the ability to check out Library materials.

## 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; June 21, 2023

### **Meeting Room Conditions of Use**

1. Rooms must be vacated at least 15 minutes prior to the Library's closing.
2. The Library retains the right to monitor all events conducted on the premises to ensure compliance with Library policies, and Library staff will have free access to rooms at all times.
3. Users are responsible for room setup and cleanup, including returning furniture to its original placement.
4. Refreshments and light meals may be served.
5. Storage space is not provided. The Library is not responsible for items left behind.
6. No posters, signs, etc. may be posted or attached to the walls, windows, or any other part of the Library without the permission of the Director.
7. Permission to use Library meeting rooms may be withheld from individuals/groups who fail to comply with the OML's policies.