

## Meeting Room Policy

The meeting rooms at the Kaukauna Public Library are available for use by community groups for presentations of informational, recreational or educational meetings programs in keeping with the mission of the Library.

1. Library programs take precedence over availability of meeting dates and times.
2. 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.
3. Meeting rooms may be used for meeting, which are open to the public, public lectures, panels, discussions, presentations, concerts and programs and organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities.
4. Meeting rooms may not be used for any purpose which may interfere with the operation of the Library, programs involving sale, advertising, solicitation or promotion of commercial products or services or personal, company or family parties.
5. Groups using meeting rooms on a regular basis may be limited in the number of bookings they may reserve based on the demand of meeting reservations. Exceptions are Library or Library sponsored programs or those offered by the City of Kaukauna, which receive priority in scheduling.
6. No fee's, not donations may be sought from meeting attendees, except by local non-profit, educational, social service or cultural organizations with the specific permission of the Library Director. This guideline is waived for Library fundraising activities and for fees associated with participating in City of Kaukauna sponsored functions.
7. No fee will be made by the Library for use of the meeting rooms.
8. The Library reserves the right to take photographs of events for its own records and for future promotional materials of meeting room use.
9. Use of the Library meeting rooms does not imply endorsement by the City of Kaukauna, the Kaukauna Public Library or the Library Board of the viewpoints presented.
10. Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

### Meeting Room Use Guidelines

1. Users may book meeting rooms one week prior to use and six months in advance.
2. An authorized member of the group requesting the use of the meeting room will be required to sign or electronically submit a Meeting Room Request Form providing information regarding the meeting room use and requested room set-up.
  - a. By signing and submitting the form, or booking a room over the phone, the applicant agrees that they have read and understand the meeting room use guidelines. They accept financial responsibility for any and all damage caused to the building or equipment beyond normal wear. Failure to abide by these regulations may result in a forfeiture of the right to any future use of the room.

3. Meetings must be held during regular Library hours Monday through Saturday.
4. Meetings should end on time so that they may be prepared for other meetings. The meeting room must be vacated 10 minutes prior to closing unless prior approval is given.
5. If food or beverage is served the group is responsible for cleaning up and reporting spills and stains.
  - a. If cleaning staff must provide more than reasonable cleanup, a minimum fee of \$25 will be charged. This fee must be paid in full before the individual or group may reserve or use a meeting room again.
6. Users must leave the meeting room in a reasonable condition.
7. General courtesy and safety are required. Individuals responsible for the meeting should be sure all attendees know where fire exits are located.
8. Any special set-up and presentation equipment needs must be included in the reservation request.
  - a. Users are responsible for all requested equipment in the meeting rooms. An authorized member of the group must sign off on the borrowed equipment at the front desk upon arrival at the library. Users will be responsible for damage or replacement for items including, but not limited to: laptops, HDMI cables, adapter cables, audio cables, microphones, mice, and clickers.
9. The Library cannot provide operators for equipment. Groups needing instruction should seek instruction ahead of time.
10. The Library does not allow presentations to conflict with copyright laws.
11. Any press releases, posters or publicity may not state that events are being held in the Library, but may not state or imply Library sponsorship or endorsement without express permission.
12. No signs, working papers or poster may be attached to the walls of the meeting room.
13. The Library will post notice of all public meetings booked at least a week in advance. Library staff may post directional signs in the event of simultaneous meetings. Any signs or posters placed anywhere in the building must be approved by Library staff.
14. Meeting room users may not attempt to take down or move meeting room wall dividers.

**Kaukauna Public Library Meeting Room Request Form**

Meeting Start Time: \_\_\_\_\_ Meeting End Time: \_\_\_\_\_

*(Please include set-up and take-down in your time frame.)*

Number of Attendees: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Type: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Meeting Notes: \_\_\_\_\_

\_\_\_\_\_

Room Set-Up:  Open Floor  Board Room  Classroom  Square  Other

Additional Equipment Needed: (Select all that apply.)

Laptop  HDMI Cable  Adapter Cable  Audio Cable  Microphone  Mouse  Clicker

None  Other

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I have read the Meeting Room Policy and the Meeting Room Use Guidelines and agree to the terms for the use of the meeting room. Failure to abide by these rules, by either my group or myself will cause a forfeiture of our right to any future use of the room and possible financial obligations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Signature: \_\_\_\_\_ Date: \_\_\_\_\_