

# Sauk City Public Library Policy

POLICY: Meeting Room Use

AUTHORIZED BY: Board of Trustees

APPROVED DATE: June 12, 2017

DATE OF LAST REVIEW/REVISION:

**Purpose:** The meeting rooms in the lower level of the Sauk City Public Library are available for use by community groups engaged in educational, cultural, intellectual, civic or charitable activities in keeping with the mission of the Sauk City Public Library.

**Policy:** 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.

**1. Rooms may be used for:**

- meetings which are open to the public;
- public lectures, panel discussions, film and slide presentations, group meetings and discussions, workshops, and other similar functions;
- groups engaged in educational, cultural, intellectual, governmental or charitable activities.

**2. Rooms may not be used for:**

- any purpose which may interfere with the regular operation of the library by causing excessive noise, a safety hazard, and/or security risk;
- the sale of goods or services or the solicitation of future sales or services without specific permission of the Library Director.  
"Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek paid membership in any organization, or to obtain a donation/contribution;
- personal, company, or family parties.

3. A representative from each group must sign an Indemnification and Hold Harmless Agreement before their first meeting.

4. No charge will be made by the library for the use of the meeting rooms.

5. Users agree to abide by the library's Patron Conduct Policy and Meeting Room Guidelines (below) and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

6. Use of the library meeting rooms does not imply endorsement by the library staff or Trustees of the viewpoints presented.

## Meeting Room Guidelines

A representative of each organization shall be responsible for reserving a meeting room and ensuring the meeting room is left in the condition in which it was found. Additionally,

1. Chairs and tables should be returned to their original locations.
2. Trash and recycling must be placed in appropriate cans.

## Sauk City Public Library Policy

3. For large groups, attendees are encouraged to use the parking lot behind the building to provide library users easy access to the building.
4. Meetings must be held during the library's hours of operation unless prior approval is given by the Library Board of Trustees.
5. Library staff may observe or monitor a meeting at any time.
6. Any printed or electronic publicity or marketing materials that include the Library's name and address must include the disclaimer: "This event is not sponsored by the Sauk City Public Library."

**Limitations:** Library projects or meetings shall take precedence over any group meetings. Library staff may re-assign groups to another room based on library activities and availability. Reservations may be cancelled due to emergency closings. The Library Director or designee shall have final authority regarding use of Library meeting rooms and/or cancellation or discontinuance of meeting room reservations.

**Liability:** The Library Board and staff assume no liability for groups or individuals attending a meeting in the Library. The Library Board and staff assume no liability for equipment, supplies, materials, clothing or other items brought to the library.