



Meeting Rooms Policy

***FCCU Community Room, Friends of the Library Rogers Room,
Wisconsin, Rotary, Niedecker,
Gates, and Boyer Meeting Rooms***

Purpose: The Dwight Foster Public Library's mission is to help people reach their full potential by being a leading resource for information, education, culture and recreation.

The Library believes that the provision of a safe and quiet environment is necessary to fulfill this purpose. Furthermore, the Library serves as an important educational facility for children and youth, and its rules must be applied in a manner that takes particular account of their safety and welfare, as well as the needs of other patrons. Public use of meeting rooms is not the primary purpose of the Library, and should not be allowed to disrupt the Library's primary purpose.

With that understanding, the Library does welcome the use of its meeting rooms and offers their use to the public on equal terms for the lawful activities of groups and individuals, regardless of their affiliations or beliefs. The rooms are reserved on a first come, first served basis. However, Library sponsored activities are given the highest priority in the consideration of the use of these facilities.

Rooms Available:

FCCU Community Room – seats 85, has kitchen facilities, AV projector, laptop, sound system with wireless microphones, white erase board, and screen

Friends Rogers Room – seats 8

Wisconsin Meeting Room - seats 12

Rotary Meeting Room - seats 20

Gates Study Room - seats 4

Boyer Study Room - seats 4

Niedecker Room - seats 8

Who may use the meeting rooms: The meeting rooms are available for groups or individuals to conduct organizational or program meetings, seminars, study groups, planning sessions, training programs, and related activities. The Library reserves the right to monitor all meetings held on its premises.

Who may not use the meeting rooms: Permission to use library meeting rooms will be denied to an organization and/or meeting whose purpose is illegal.

Process for booking these meeting rooms: Reservations must be made by a responsible member of the organization who will see that all regulations are followed. In the event of after-hours use of a meeting room, the person responsible must be at least 21 years of age. Application must be made in writing prior to the event. The organizational representative must report the number of people expected, select the appropriate meeting room, and give the name and telephone number of the person responsible for the event. If the responsible party is not in the building by the time the

library closes, the group is responsible for designating a new responsible party who is present at the meeting. Walk-in reservations are accepted if the meeting/study rooms are not already scheduled.

Hours of availability: Meetings held in these rooms must begin during the library's open hours. However, they can continue past library closing. Any group planning to use these meeting rooms beyond library closing must indicate this when scheduling the room and sign a responsibility form. In the event of an emergency, such as inclement weather or a loss of electricity, the library reserves the right to close the library and cancel all use of its meeting rooms.

Programs must not disrupt the use of the library by others. Persons attending meetings are subject to all library rules, regulations, and policies. Groups who do not follow library policies, fail to leave the room in good condition, or disturb library activity or library users will be denied future use of meeting rooms.

The meeting rooms may be used free of charge if no staff time is needed for set-up, clean-up, security, etc. If staff time is requested or required, the group will be charged at a rate of \$50 for the first hour, or any portion of an hour, and \$35 for subsequent hours. Library related events are exempt from this fee. While the rooms are free of charge, donations are accepted and appreciated.

If there is an application for the use of the rooms which the policy does not cover, the application will be referred to the Library Director for approval, or to the Library Board of Trustees. In the event any dispute arises regarding the use of the library meeting rooms by any person or group, the final decision shall be made by the Library Board of Trustees.

Reserving a meeting room and failing to show for the scheduled day/time may result in denial of future reservations. Please notify the library of a meeting room cancellation 3 days prior to the event if possible.

Restrictions on Use:

- Library staff shall have the right to cancel, re-schedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events. For the purpose of the policy, the Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, The Jefferson County Literacy Council, The Fort Atkinson Community Foundation, all City of Fort Atkinson departments, and all duly constituted City of Fort Atkinson advisory boards will be given first priority and may be exempted from any or all of these restrictions and conditions, upon approval of the Library Director.
- Private parties are not permitted.
- Selling or sales promotions are prohibited with the exception of the Library itself or the Friends of the Dwight Foster Public Library or a Chamber of Commerce sponsored event.
- No person or organization may make excessive use of meeting room.
- No admission fee may be charged except for meetings sponsored by the library or a pre-approved educational group or institution for short term classes, training, institutes, discussion groups, and forums.
- No organization may use the library's address as its own organizational address.

- Except in cases of emergency, messages cannot be conveyed to meeting room guests.
- Attendance at authorized meetings may not exceed the posted room capacities.
- There is no room for storage of an organization's equipment without prior permission from the Library Director and/or Library Board of Trustees.
- The library will provide chairs, tables, lectern, projectors and projection screens, when available, and when these have been requested on the application. However, the group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as clearing away their own equipment. The use of hazardous materials is strictly prohibited. In addition, the room must be left in the manner in which it was found, including the placement of all tables and chairs.
- Meetings of all groups convening more than once shall be organized on a scheduled basis. It is the responsibility of the organization to make the reservations. Staff cannot anticipate the need for the use of a meeting room by any organization. Applications for use of a meeting room may not be made more than eighteen months in advance.
- The person responsible must check in and out at the library's front desk. The person responsible will receive a copy of the *Library Meeting Room Checklist* upon arrival and must complete it and return it to the front desk when checking out which must occur at least 5 minutes prior to closing time. If the meeting is extending beyond library closing hours, the Library Meeting Room Checklist must be left in the room that was used.
- Light refreshments may be served in the FCCU Community Room and the Friends Rogers Room. Groups are responsible for providing their own refreshment and clean-up supplies. Furthermore, groups are responsible for proper disposal of garbage. No alcoholic beverages may be served without prior permission from the Library Board of Trustees.
- Smoking is not permitted anywhere in the library.
- Groups are encouraged to park in the municipal lot on East Milwaukee Avenue during library service hours in order to leave the closest parking spaces for library users.

Disclaimer:

- It is understood that the City of Fort Atkinson and the Dwight Foster Public Library assume no responsibility whatever for any property placed in the Library in connections with a meeting, exhibit or display; and that the City of Fort Atkinson and the Dwight Foster Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit or display.
- The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. No advertisements or announcements implying such endorsements will be permitted.

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