Meeting Room Policy

Purpose

The primary purpose of spaces in the Dwight Foster Public Library is to allow the Library to conduct its business and to enable the Library to extend its own services and programs to the Fort Atkinson community. As a further service, the Library offers the use of its meeting rooms, when available, to members of the public. Public use of meeting rooms is not the primary purpose of the Library and may not interfere with the normal functions of the Library.

With that understanding, the Library welcomes the use of its meeting rooms and is committed to providing free and equitable access to these spaces, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

For the purpose of the policy, the phrase "meeting room" applies to the FCCU Community Room, the Rotary Meeting Room, the Wisconsin Meeting Room, the Niedecker Room, the Boyer Study Room, and the Gates Study Room. The Dwight Foster Public Library, the Friends of the Dwight Foster Public Library, the City of Fort Atkinson and its boards and committees, and Bridges Library System may be exempted from any or all of these restrictions and conditions upon approval of the Library Director.

Rooms Available

Boyer Study Room (seats 4)
Gates Study Room (seats 4)
Niedecker Room (seats 8)
Wisconsin Meeting Room (seats 10)
Rotary Meeting Room (seats 12)
FCCU Community Room (seats 85)

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. Permission to use library meeting rooms will be denied to an organization or meeting whose purpose is illegal.

If there is a request for the use of the rooms which the policy does not cover, the application will be referred to the Library Director or to the Library Board of Trustees for approval. 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.

Process for Booking Meeting Rooms

Members of the public may reserve Library meeting rooms up to three months in advance.

Walk-in reservations are accepted.

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 the FCCU Community Room, the designated person responsible must be at least 21 years of age. 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 will be present throughout the after-hours meeting.

It is the responsibility of the organization to make room reservations. Staff cannot anticipate the need for the use of a meeting room by any organization.

Please notify the Library of a meeting room cancellation. If a group or an individual does not check in for their reserved meeting room within 30 minutes of the start of the room reservation, the Library reserves the right to cancel the room reservation and open up the space to new reservations. Reserving a meeting room and failing to show for the scheduled time may result in denial of future reservations.

Hours of Availability

The Boyer, Gates, Niedecker, Wisconsin, and Rooms are available only during the hours the Library is open. Anyone wishing to use the rooms is responsible for knowing the Library's operating hours. All second floor meeting rooms must be vacated at least five minutes before closing time. Failure to comply with this requirement could result in a denial of future approval for an organization to use the meeting rooms.

Meetings held in the FCCU Community Room must begin during the Library's open hours; however, they can continue past library closing. Any group planning to use this meeting room 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.

Meeting Room Usage and Restrictions

- Persons attending meetings are subject to all library rules, regulations, and policies. Individuals or groups that do not follow library policies, fail to leave the room in good condition, or disturb library activity or library users may be denied future use of meeting rooms.
- The meeting rooms may be used free of charge if no staff time is needed for clean-up, security, etc.
- Library staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates.
- Private parties are not permitted.
- Selling or sales promotions are prohibited with the exception of the Library itself, 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 rooms.
- 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 will not 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 furnishings and equipment, such as chairs, tables, and audiovisual equipment, when available and when these have been requested in advance. 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 for clearing away their own equipment. In addition, the room must be left in the manner in which it was found, including the placement of all tables and chairs.
- The use of hazardous materials is strictly prohibited.

- The person responsible must check in and out at a library service desk. If the meeting is extending beyond library closing hours, the group will leave the library meeting room checklist in the room that was used.
- Light refreshments may be served in meeting rooms. Groups are responsible for providing their own refreshment and clean-up supplies. Furthermore, groups are responsible for proper disposal of garbage.
- 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.
- The Library reserves the right to monitor all meetings held on its premises.

Disclaimers

It is understood that the City of Fort Atkinson and the Dwight Foster Public Library assume no responsibility whatsoever for any property placed in the Library in connection 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.

Approved by the Dwight Foster Public Library Board of Trustees
Passed: 5/1992
Revised: 2/3/1997
Revised: 10/5/1998
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Revised: 5/9/2022
Revised: 11/11/2024 (combining two former policies: "Meeting Room Policy: FCCU Community Room and Friends Rogers Room" and "Meeting Room Policy: Wisconsin, Rotary, Niedecker, Gates, and Boyer Rooms")
Revised: 8/10/2026