

## Meeting Room Policy

**Library Mission:** The mission of Manitowoc Public Library (MPL) is to promote a culture of reading and to provide access to information. Through services, we strive to foster an environment that meets the educational, recreational and cultural needs of the community.

**Purpose:** ~~The~~ Manitowoc Public Library's spaces are designed primarily in library-related activities. When they are not needed for programs sponsored by the library, they will be available for use by other groups, subject to policies established by the Library Board. ~~Manitowoc Public Library provides space for community meetings to further the Library's role as a community center.~~

**Meeting Room Use:** The Library welcomes use of its meeting rooms by persons or organizations for informational, educational, recreational, cultural, and civic meetings. ~~Use of the facilities for Library, Library affiliated or Library sponsored/co-sponsored meetings or programs shall have priority over all other requests.~~ Meeting rooms may be used free of charge for programs sponsored by governmental agencies, non-profit educational and cultural organizations, and community service agencies. Use of meeting rooms for social gatherings (parties, showers) and for-profit entities will be charged a fee. Priority will be given to library-sponsored programs, followed by city, county, and state agencies; nonprofit, civic and community organizations; and then for-profit entities. In cases where a library or library-sponsored use conflicts with an earlier booking, the non-library booking may be cancelled or rescheduled. The Library will make every effort to avoid these conflicts; however, time-sensitive opportunities may present themselves and the Library is obligated to pursue them to fulfill its primary mission. Scheduling of a meeting in the Library does not in any way constitute an endorsement of the group or organization by the Library.

- ~~1. Non-profit organizations, government agencies and community organizations may use the meeting rooms at no charge.~~
- ~~2. Profit making organizations will be charged a fee.~~
- ~~3.1. Use of meeting rooms for social gatherings (parties, showers) will be charged a fee.~~
- ~~4. Scheduling of a meeting in the Library does not in any way constitute an endorsement by the Library of the group or organization. Organizations may not use Library logo to promote events.~~
- ~~5.1. Use of the facilities for Library, Library affiliated or Library sponsored/co-sponsored meetings or programs shall have priority over all other requests.~~
- ~~6. Events may not involve sale of items, fund raising activities or solicitation of donations.~~
- ~~7.1. No person's right to attend a meeting will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason.~~
- ~~8. Meetings or programs which would interfere with the functions of the Library or of patrons using the Library will not be permitted. Meetings or programs which are approved but~~

~~which prove disruptive to Library operations shall immediately cease the actions disrupting Library operations upon notification to do so by Library staff.~~

~~9. Participants must agree to the guidelines outlined in the Meeting Room Agreement Form.~~

~~Failure to abide by these guidelines may result in cancelation of scheduled meeting.~~

~~10. Groups are responsible for any loss or damage to Library property and will be assessed the cost of any necessary repairs or extensive cleanup.~~

### Recurring Meetings

Outside of use for library and library-sponsored functions, meeting rooms should be made available to the widest possible use of the community so long as this outside use does not interfere with the normal functions of the Library.

1. If the meeting room is needed by the library for meetings or special programs, the group using the room on a recurring basis will be contacted and asked to meet in another location.

2. The Library reserves the right to refuse meeting room bookings for groups whose recurring use of a room monopolizes that space and interferes with the ability of other groups to meet.

### Room Use Guidelines

Failure to abide by the following guidelines may result in suspension of meeting room privileges.

#### General:

1. All meeting room users and activity participants must follow the Library's Code of Conduct.

2. Meetings or programs which would interfere with the functions of the Library or of patrons using the Library will not be permitted. Meetings or programs which are approved, but which prove disruptive to Library operations, shall immediately cease those actions upon notification to do so by Library staff.

3. No person's right to attend a public meeting will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason.

4. Non-library sponsored events taking place in meeting rooms may not involve sale of items (with the exception of authors conducting book signings), admission charges, fundraising activities, or solicitation of donations.

5. A group or individual may only reserve rooms for a maximum of three months in advance.

6. Meeting rooms will not be booked for attendance of fewer than three people.

7. Occupants may not exceed the stated occupancy for the room and must comply with the capacity for the designated room setup.

~~The Library reserves the right to cancel or transfer a booking to an alternate room with 14 days' notice.~~

8. Meetings of individuals under 18 years of age must have an adult sponsor present and remain present throughout the length of the program or activity.
9. Repeated cancellation may result in suspension of meeting room privileges.
10. Approval of events not included here will be determined by the Library Director, or designee, who is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

#### Facility Use and Safety:

1. Clean-up is the responsibility of the organization and persons using the room. Waste that does not fit in the regular bins provided must be removed by the organization.
2. Light refreshments may be served but cooking is prohibited.
3. The Library does not provide supplies for refreshments.
4. Participants may not tape or attach anything to walls.
5. Use of any flames is prohibited, including matches, candles, incense, sterno, etc.
6. Use of balloons is prohibited due to sprinkler system safety.
7. Library does not provide storage space.
8. Groups are responsible for any loss or damage to Library property and will be assessed the cost of any necessary repairs or extensive cleanup.
9. Meeting room use outside of Library business hours may be charged a fee.  
Repeated cancellation may result in suspension of meeting room privileges.  
Failure to abide by these guidelines may result in suspension of meeting room privileges.

### **Meeting Room Agreement** [KH1]

- ~~2.1. Meeting rooms will not be booked for attendance of fewer than three people.~~
- ~~3.1. The Library reserves the right to cancel or transfer a booking to an alternate room with 14 days' notice.~~
- ~~4.1. Clean-up is the responsibility of the organization and persons using the room. Waste that does not fit in the regular bins provided must be removed by the organization.~~
- ~~5.1. Light refreshments may be served but cooking is prohibited.~~
- ~~6.1. The Library does not provide supplies for refreshments.~~
- ~~7. Alcohol may not be served.~~ [KH2]
- ~~8. Participants may not tape or attach anything to walls.~~
- ~~9. Use of candles or other flammable material is prohibited.~~
- ~~10.1. Library does not provide storage space.~~
- ~~11.1. Meeting room use outside of Library business hours may be charged a fee.~~
- ~~12.1. Repeated cancellation may result in suspension of meeting room privileges.~~
- ~~13.1. Failure to abide by these guidelines may result in suspension of meeting room privileges.~~

#### **Fee Structure**

~~The following f~~Room use fees apply to profit-making organizations and social gatherings.

- ~~• Fees include use of media equipment but not supplies for refreshments. Payment for room use fees must be made prior to or at the time of the meeting.~~

- ~~• Board Room, Balkansky Room, Franklin Street Room, Small Conference Room—\$30 for 1-4 hours~~
- ~~• Board Room, Balkansky Room, Franklin Street Room, Small Conference Room—\$60 for 4-8 hours~~
- ~~• Board Room, Balkansky Room, Franklin Street Room, Small Conference Room—\$100 for over 8 hours~~
- ~~• Charge for use of any library space outside of library business hours will be \$50 per hour~~

- ~~• Use of library space for social gatherings must make a deposit of \$100. The deposit will be returned within 2 weeks after the event if room conditions are at acceptable level.~~Room Base Rate\*

<u>Room</u>	<u>1-4 Hours</u>	<u>5-8 Hours</u>	<u>9+ Hours</u>
<u>Board Room</u>	<u>\$30</u>	<u>\$60</u>	<u>\$100</u>
<u>Franklin Street Room</u>	<u>\$30</u>	<u>\$60</u>	<u>\$100</u>
<u>Balkansky A</u>	<u>\$40</u>	<u>\$80</u>	<u>\$120</u>
<u>Balkansky BC</u>	<u>\$40</u>	<u>\$80</u>	<u>\$120</u>
<u>Balkansky ABC</u>	<u>\$80</u>	<u>\$160</u>	<u>\$200</u>
<u>Library for After-Hours Event</u>	<u>Contact Executive Director</u>	<u>Contact Executive Director</u>	<u>Contact Executive Director</u>

~~Users must read the above guidelines and fee structure. They agree to use the space under these conditions.~~

~~Users agree to pay a fee for lost or damaged equipment. Fees will be billed as appropriate.~~