

# Campbellsport Public Library

## Meeting Room Policy

### Purpose

The Campbellsport Public Library encourages the use of its meeting rooms when the use does not interfere with the normal functions of the Library or its mission statement.

### Policy and Regulations

1. 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.
2. Meeting room may be used for:
  - Meetings which are open to the public
  - Public lectures, panel discussions, film and slide presentations, group discussions, workshops, and other similar functions held by non-profit groups
  - Non-profit organizations engaged in educational, cultural, intellectual, governmental or charitable activities.
  - Tutoring
3. Rooms may be used with a charge of \$65 for
  - Company business meetings
  - Small group celebrations
  - Programs, including educational classes or seminars, which charge a fee
4. Rooms may not be used for
  - Programs where products, services, or memberships are advertised, solicited or sold
  - Gambling, in any form
5. For-profit groups wanting to use the meeting room on a weekly basis may negotiate a reduced rate with the Library Board Trustees.
6. Rooms may not be used for any purpose which may interfere with the regular operation of the Library.
7. Users agree to abide by all regulations of the Library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
8. Groups of young people under the age of 18 years of age must have the meeting room application signed by a sponsoring adult who must also be present at the meeting.
9. Users of the meeting room will follow the guidelines regarding meeting room use. These guidelines will be made available to all those users booking the room.
10. Use of the library meeting room does not imply endorsement by the Library Staff or Trustees of the viewpoints presented.
11. Library use of the meeting room is a first priority and in light of the special relationship that the Library shares with other Village Departments, the Library reserves the right to make special accommodations for Village Department needs. The Library reserves the right to cancel a reservation if the room is needed for such purpose. Whenever possible, a 24 hour notice will be given. This right will not be exercised except in emergency situations.
12. The Campbellsport Library is not responsible for equipment or materials owned by a group or individual. Such equipment may not be stored at the Library unless the Library Board Trustees grant special permission.
13. Library Staff may attend or observe any meeting or program at any time.

14. Americans with Disabilities Act Compliance must be observed by all groups utilizing the meeting rooms. This requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.

## **Campbellsport Public Library Meeting Room Agreement**

The Undersigned hereby agrees to use the Meeting Room and the facilities therein from the Campbellsport Public Library upon the following terms and conditions:

### Use of Premises

- Users accept the premises as being in good condition and sanitary order when received. User shall be held responsible and pay for any damage to the premises and/or equipment.

### Hold Harmless

- To the extent permitted by law, User agrees to indemnify, hold harmless and defend the Campbellsport Public Library from and against any and all losses, claims, liabilities and expenses, including reasonable attorney fees, if any, which the Campbellsport Public Library may suffer or incur in connection with User's use or misuse of the library property and/or meeting room. In addition, neither the Campbellsport Public Library, nor any of its officers, agencies or employees, shall be responsible or liable for personal injuries, of any kind, loss of, or damage to, personal property of User, occurring as a result of activities being conducted on library property by User, its agents, employees, invitees or customers. If it becomes necessary for the Campbellsport Public Library to defend any action seeking to impose any such liability, the User will pay the Campbellsport Public Library all costs of court and reasonable attorney's fees incurred by it in such defense (only to the extent same are occasioned by the User refusing to indemnify the Library as provided hereunder), in addition to any other sums which the Campbellsport Public Library may be called upon to pay by reason of the entry of a judgment or decree against the Campbellsport Public Library in the litigation in which such claim is asserted.

### Cleaning

- All cleaning is to be done immediately after the conclusion of an event. All garbage must be bagged. Any recyclable materials must be placed in the blue recycling bin. Any decorations must be completely taken down.

### Conduct

- Violation of any segment of this agreement and/or Village codes will be just cause for the denial of future reservation of Library facilities. Rowdy behavior or disturbances to residential neighborhood adjacent to the Public Library will be just cause for immediate cancellation of the activity by the Campbellsport Police Department (one warning will be given to the organization before cancellation).

### Refreshments

- No alcoholic refreshments of any kind will be allowed at a public event. Private parties may responsibly serve alcohol if all alcohol and the empty containers are

removed immediately after the event. The Campbellsport Public Library is a smoke-free building.

#### Equipment

- Equipment available for use includes the following: DVD player, AV cart, projection screen, and coffee pot, oven, refrigerator, chairs and tables.
- An LCD projector may be used for a \$40 fee for profit organizations and a \$25 fee for non-profit organizations.
- A sound system with lapel microphones and handheld microphones may be used for a \$40 fee for profit organizations and a \$25 fee for non-profit organizations.

#### Keys, Locks and Lights

- The user is responsible for all keys in his/her possession. Keys may not be used by unauthorized personnel.
- All Exit doors shall be opened and not blocked off so as to impede traffic in case of an emergency.
- The user is responsible for turning off all lights, with the exception of night lights.
- Please see the meeting room rules for location of light switches and directions for using the allen wrench key.

#### Meeting Room Hours

- Meeting rooms are available during regular library hours and during non-operating hours by advance reservation.

#### Reservation of the Meeting Rooms

- Use of the Library meeting room can be reserved by calling the Library at (920) 533- 8534 or by appearing in person during regular library hours.
- Reservations may be made up to 60 days in advance and will be confirmed only when an agreement is signed and if applicable when the rental fee is paid.
- Use charges for the meeting rooms shall be \$65 per day for any programs involving a fee, business meeting or small group celebration.
- Reservation must be canceled with at least 48 hours notice for the fee to be refunded.

#### Insurance

- If, in the opinion of the Library Director and or Library Board of Trustees, the activity request implies any form of hazard, risk or liability, the user shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Campbellsport Public Library. Such insurance must name the Village of Campbellsport as “Additional Insured” and shall give the Library (10) days prior notice in writing in the event of cancellation of the policy.

## Rules When Using the Library Meeting Rooms

1. To unlock the side entrance door use the allen wrench - hold down bar, insert wrench and wind until bar stays down.
2. The oven, refrigerator, microwave, DVD player, projection screen, AV cart, chairs, tables and coffee pot may be used. Please inform library staff of what items you will need in advance of using the room.
3. An LCD projector and a sound system with microphones can be used for a fee. Please inform library staff of what items you will need in advance of using the room.
4. Clean up must be done before leaving the premise.
  - Please bring your own, dish cloths, dish towels and detergent.
  - Wipe cupboard tops and tables and leave sinks clean.
  - Carpets need to be vacuumed. The vacuum will be provided.
  - Empty garbage cans and replace garbage bags (please bring your own garbage bags). Garbage and recycle may be deposited in the dumpsters at the north end of the parking lot.
  - Put furniture in the same position as you found it, unless otherwise instructed.
  - You may decorate using removable tape only (no tacks or nails) but please remove all decorations and tape when finished.
5. Before leaving please;
  - The oven and the burners are turned off.
  - The refrigerator and freezer doors are closed tightly.
  - Make sure bathroom toilets are flushed and sink water is not running.
  - Turn off lights in both bathrooms (switches are located by the doors), the kitchen light (located by the sink on the meeting room side) the downstairs hallway (switch across from the elevator) and the upstairs hallway (switch across from the elevator) stairwells (switches next to both doors)
  - Lock the door – insert allen wrench and wind until the bar stays up. Please make sure that the door closes tightly behind you.
6. Return the key by depositing it in the overnight book drop next to the southeast entrance or return the key to the front desk the next business day.
7. **DO NOT REMOVE ANYTHING FROM THE PREMISES.**
8. A copy of the rules is posted in the meeting room kitchen.

In case of an emergency call 911

In case of facility problems call the director at \_\_\_\_\_

# Campbellsport Public Library Meeting Room Agreement

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Date of Request \_\_\_\_\_

Date of Requested Use \_\_\_\_\_ Second Choice \_\_\_\_\_

Type of  
Activity \_\_\_\_\_

I certify, by my signature, that I have received, read and understood the conditions for use of this facility, and agree to abide by the conditions, rule and regulations stated therein, and that the above information is accurate.

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

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For Office Use:

Keys Returned \_\_\_\_\_

Date Paid \_\_\_\_\_

Amount \_\_\_\_\_

Receipt Number \_\_\_\_\_

Cleaning/Damage Charges \_\_\_\_\_

Date Paid \_\_\_\_\_

Non-Charge \_\_\_\_\_

# Campbellsport Public Library Equipment Use Fee

Name \_\_\_\_\_

Organization \_\_\_\_\_ Non Profit Group \_\_\_\_ For Profit Group \_\_\_\_

Address \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Date of Request \_\_\_\_\_

Equipment Use Fee per Item

\$40 for a profit group

\$25 for a non-profit group

Requested Items to Use

LCD Projector \_\_\_\_\_

Sound System \_\_\_\_\_

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

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For Office Use:

Date Paid \_\_\_\_\_

Amount \_\_\_\_\_

Receipt Number \_\_\_\_\_