

**STOUGHTON PUBLIC LIBRARY
MEETING ROOM POLICY**

I. Purpose

The Library Board and staff encourage the use of its meeting room space by and for the benefit of the community including educational, cultural, intellectual or charitable activities.

II. Definitions

- A. Carnegie Room: a large room equipped with five folding tables and 25 chairs. Capacity of room is 50 persons.
- B. Conference Room: a small room equipped with one conference table and six chairs. Capacity of room is 7 persons.

III. Guidelines

A. Scheduling

- 1. Library programming/use will be given first priority for the space's use. There are no restrictions on the scheduling of library programming/use.
- 2. Individuals and not-for-profit groups may reserve the room(s) on a first-come, first-served basis.
 - a. Requests for use must be submitted at least 7 days in advance and no more than 120 days in advance using the City of Stoughton Building Use Form (Appendix A) and Carnegie Meeting Room Application For Use Form (Appendix B).
 - b. Groups will be limited to one Carnegie Meeting Room reservation per calendar month.
 - c. In cases where non-profit designation is not readily apparent, proof of tax exempt status may be required to establish eligibility to use the room(s).
 - d. All meetings must be open to the public. Library staff may attend or observe any program at any time.
- 3. Any misrepresentation upon reserving the room(s) shall void any use of that space.

B. Use of Facilities

- 1. The Library Board affirms the City of Stoughton Municipal Building Use Policy specifically excluding the following types of uses of its meeting rooms:
 - a. Non-library programs involving the sale, advertising, or promotion of products or services.
 - b. Business firms, agents, or other for-profit organizations soliciting or selling products or services.
 - c. Private social functions, such as showers, birthday parties, and dances.

- d. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk.
2. The meeting room(s) will be available for use during library hours only. Groups must be out of the rooms fifteen minutes prior to closing time. Staff will inform groups 15 minutes before closing. The only exception will be for meetings of City of Stoughton governmental units.
3. Users must check in at the Circulation Desk prior to using the room(s).
4. Users must provide adequate supervisors, chaperones, and crowd control personnel to satisfy the library administration and staff that the event will be controlled. The same conditions for use apply to those using the meeting room(s) areas as in the library proper. (See Appropriate Library Behavior Policy).
5. Simple refreshments provided by the users may be served in the Carnegie Room. Any food, serving and eating supplies, etc. must be provided by the users, cleaned up and removed from the facility at the end of the meeting. The library has a kitchenette equipped with a sink and dishwasher that may be used. The kitchenette must be cleaned before leaving. Alcoholic beverages are prohibited.
6. Decorations, wall hangings, or any other items may not be taped, stapled, glued, or in any way fastened or adhered to any walls, windows, ceilings, or fixtures without prior permission and direction from the Library Director or staff.
7. Collections of money or goods shall not be permitted, nor shall any function be held herein for which tickets of admission have been sold except upon special permission of the City and/or Library Board/Director.

C. Use of Equipment

1. Equipment available for use in the Carnegie Meeting Room is listed in Appendix B.
2. Equipment must be reserved along with the room(s). An adult, 18 or older, must be responsible for equipment reservation and use.
3. The Library will not provide personnel to set up the meeting rooms or operate audiovisual equipment.
4. The library is not responsible for any equipment or other items left in the meeting room(s). Items left for 30 days may be disposed of in a manner deemed appropriate by the Library Director/ staff.

IV. Review and Appeal

Any group or individual who is refused permission to use the meeting room(s), or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

V. Disclaimers

- A. The City of Stoughton Municipal Building Use Policy has been adopted by the Library Board and will govern use of the meeting rooms. (Appendix A)
- B. The fact that a group is permitted use of the room(s) does not in any way constitute endorsement of the group's policies or beliefs by the City, Library Board, or staff.
- C. All organizations/individuals using the Stoughton Public Library meeting room(s) will maintain compliance with Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.
- D. The Library Board/Director reserve the right to refuse use of the room as deemed necessary according to this policy.
- E. This policy may be subject to change based on need or circumstances as approved by the library board at any regularly scheduled meeting.

Adopted: August 9, 2001

Revised: July 11, 2003

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