

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 which can accommodate up to 50 persons.
- B. Conference Room: a small room which can accommodate up to 7 people.

**III. Guidelines**

A. Scheduling

- 1. The meeting room(s) may be reserved on a first-come, first-serve basis. Requests for use should be submitted on the City of Stoughton Building Use Form no more than 120 days in advance.
- 2. Library endorsed programming/use will be given first priority for the space's use.

B. Individuals and groups of a non-profit nature may reserve the room(s) whenever space is available.

C. The meeting room(s) will be available for use during library hours only. Groups must be out of the building by closing time per the daily schedule. Staff will inform groups 15 minutes before closing.

D. Users must check in at the Circulation Desk prior to using the room(s).

E. 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).

F. Simple refreshments provided by the users may be served. The library has available a small refrigerator and a coffee maker which may be used. Any food, etc. must be cleaned up and removed from the facility at the end of the meeting. The coffee maker must be cleaned by users before leaving.

G. 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.

- H. 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.
- I. 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.
- J. Any misrepresentation upon reserving the room(s) shall void any use of that space.
- K. The library has the following equipment available for use in the Carnegie Room: a large pull-down screen, an opaque, overhead, or slide projector, a large screen TV and VCR.
- L. Any of the equipment listed above must be reserved along with the room(s). An adult, 18 or older, must be responsible for equipment reservation and use.

#### **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 or the grounds of appeal. 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  
Revised: April 14, 2005