

STOUGHTON PUBLIC LIBRARY

SECOND FLOOR MEETING ROOMS POLICY

Approved by Library Board 6-21-23



I. Purpose

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

II. Scope

The Wahlin Room, which has a table that seats four, can be used by up to six people.

The Madison Community Foundation Room, which has a table that seats six, can be used by up to nine people.

III. Guidelines

A. Scheduling

The Library will be given first priority for the rooms' use, and there are no restrictions on Library use. Individuals, organizations, and businesses may reserve the room on a first-come, first-served basis. Non-Library users are allowed use of the room per this policy when space is available for up to 4 hours at a time. However, if in case of extreme need by the Library and after exhausting all other possible options, non-Library users may be asked to relinquish their use of the room.

Individuals and organizations may reserve the rooms on a first-come, first-served basis.

- Library staff reserve the right to enter meeting rooms at any time.
- The meeting rooms may be reserved up to 6 weeks in advance.
- Meeting room reservations are limited to twice a week. You may make additional use of the rooms during that time period, if the rooms are available. Please ask at the Information Desk for more information.

Any misrepresentation upon reserving the room(s) shall void any use of that space.

B. Use of Facilities

1. The Library Board specifically excludes the following types of uses of its meeting rooms:
 - a. Private social functions, such as showers, birthday parties, and dances.
 - b. Fundraising events (fundraising planning meetings are welcome).
 - c. Political rallies (political planning meetings are welcome).
 - d. Any events that would interfere with the normal operation of the library; e.g. events that cause excessive noise, safety hazards, or security risks.

- e. Soliciting (selling); soliciting for business by talking to Library patrons, handing out flyers, or displaying signs; asking Library patrons or staff for money, surveying and canvassing, except in conjunction with Library Board approved projects. Vendors may meet with authorized library personnel only.
 - f. The Library reserves the right to refuse the use of the room based upon the above criteria. Any question of use of the room shall be referred to the Library Director.
2. Meeting rooms are only available for use during Library open hours. Exceptions may be made for meetings of City of Stoughton governmental units.
 3. Groups must vacate the rooms fifteen minutes prior to closing time and will be informed so by staff at that time. Groups must also vacate the rooms in time for any subsequent meetings. Groups that fail to vacate the room when directed may be denied future use of the rooms.
 4. Users must return the room to the condition in which they found it. If cleaning because of food, beverages, or any activity (such as a crafts) is needed, a vacuum is available for use. The Library reserves the right to charge room users a fee for the custodial services if additional cleanup is needed. Both rooms include a white board wall. Only dry-erase markers may be used on these walls. If you wish to use the white boards, you may borrow a set of markers from the Information Desk without charge. Please use only the Library provided markers. Anyone who uses inappropriate markers may be subject to a cleaning fee. A computer projector is available for use in either room.
 5. Users must check in at the Information Desk prior to using the rooms.
 6. Covered beverages and food are allowed in the meeting rooms.
 7. 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.
 8. There is no charge for use of the meeting rooms.
 9. The guidelines outlined in the Library's Appropriate Behavior Policy also apply to people using the second floor meeting rooms. Please see that policy for more information.

IV. Review and Appeal

Any group or individual who is refused permission to use Library meeting rooms, 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 fact that a group is permitted use of Library rooms does not in any way constitute endorsement of the group's policies or beliefs by the Library, City, Library Board, or staff.
- B. All organizations/individuals using the Stoughton Public Library meeting rooms 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.
- C. The Library Director and Library Board reserve the right to refuse use of the room as deemed necessary according to this policy.
- D. This policy may be subject to change based on need or circumstances as approved by the Library Board at any regularly scheduled meeting.

This Policy began as a policy for meeting rooms in general at the Library.

In June, 2013 it was separated into two policies: one for the Carnegie Room and one for the upper level Conference Rooms.

Approved by Library Board 6-19-13

Revised: 3-19-14

Revised: 11-18-15

Revised: 3-16-16

Revised: 9-20-17

Revised: 6-21-23