STOUGHTON PUBLIC LIBRARY
SECOND FLOOR MEETING ROOMS POLICY
Approved by Library Board 9-20-17

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. Definitions

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

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

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 $25 cleaning fee or a greater fee if the wall is damaged. A computer projector is available for use in either room.

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.
o   One member of the group must be 18 years of age and provide either photo ID or library card to reserve either room. Patrons in a group without a member age 18 or older must each provide photo ID or library card to reserve either room.

o   Library staff reserve the right to enter meeting rooms at any time.

o   The meeting rooms may be reserved up to 6 weeks in advance.

o   Meeting room reservations are limited to twice a week, 4 weeks in a row. You may make additional use of the rooms during that time period, if the rooms are available. Please ask at the Adult Services 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 will 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 will be denied future use of the room for a period of 3 months.

4. Users must check in at the Adult Services Desk prior to using the rooms.

5. Covered beverages are allowed in the meeting rooms, but no food is allowed in either room.

6. 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 as apply to those using the library proper. (See Appropriate Library Behavior Policy).

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. However, your tax deductible donation to the Stoughton Public Library would be greatly appreciated.

9. The guidelines outlined in the Library's Behavior Policy also apply to people using the second floor meeting rooms. Please see that policy for more information.

10. The Library keeps track of the number of people using the meeting rooms and will ask how many people participated in your meeting.

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