

## Antigo Public Library

**Policy:** Facility Use

**Approved:** October 14, 1997

**Amended:** April 28, 2015, March 27, 2012, July 11, 2000, October 11, 2000, June 26, 2001, August 26, 2003, November 29, 2005

### **Purpose:**

The Antigo Public Library offers a variety of programs for people of all ages as an integral part of its service to the public. Therefore, library sponsored programs have priority over other uses of the library facilities. The library does, however, recognize that community organizations sponsor programs which are consistent with many goals of the library and, consequently, we encourage public use of our facilities.

Space and staff limitations and library schedules necessarily require regulatory measures which affect the use of our facility.

When not needed by library programs and activities, these areas are available on a first-come, first-serve basis. Applicable fees for the use of the McGinley Meeting Room are as follows:

<b>Deposit</b>	<b>Group</b>	<b>Rental Fee</b>
None	Municipal & other governmental agencies	None
None	Local Schools & Affiliated School Organizations	None
None	Local non-profit Organizations	None
None	Local clubs & community organizations	None
\$50.00	Unions, Private gatherings or receptions	\$10/hr.
\$50.00	For-profit Organizations	\$20/hr.

While many local groups are not assessed a fee, a donation to the library to assist in maintaining the room and equipment is always appreciated. Fees do not apply to the small conference room within the library.

The following rules shall govern the reservation and use of library facilities.

### ***Reservations***

- Reservations for a room must be made at least three days in advance. Reservation forms are available at the circulation desk in the library and on the library's web site. A booking is not official until the signed "Meeting Room Reservation Form" is received by the library. Reserving the small conference room within the library does not require the submission of a reservation form.
- Because no prior reservation has to be made for the use of the conference room and because this space is intended for use by any library user who needs a quiet

## Antigo Public Library

space, the library reserves the right to limit the number of times a group or individual may use this conference room in a given month. This limit is set at no more than five (5) times per month. Exceptions may be made by the Library Director at his/her discretion.

- All reservation applications must be signed by an adult at least 21 years of age. An adult, age 21 or older, must be in attendance during the entire reservation time and until all participants have left the building.
- Reservations can be made up to 6 months in advance of the meeting date. A group or person wishing to use the meeting room multiple times needs to sign the forms once, unless the person responsible changes or the group name or function changes. The forms will be kept on file.
- Deposits, if any, are payable when the reservation is made. If a deposit is required, the reservation will not be considered official unless the deposit check accompanies the executed Meeting Room Reservation Form.
- All rental fees, if any, are due no later than the date of use by the organization, before the group takes possession of the room.
- Deposits must be paid by check, separate from rental fee checks. If there are no charges for repairing or cleaning the facility after use, the deposit check will be returned to the organization, as it was issued, upon completion of the event.
- If the library facility has sustained damages through an organization's use of the facility, or if library personnel must clean the facility after such use, all or any portion of the deposit will be retained by the library to cover costs. Organizations will be billed for any damages in excess of the deposit. Any remaining deposit funds, after dismissing damages or cleaning, will be refunded by the City of Antigo within 60 days.
- Groups composed of persons less than 21 years of age are permitted to use the meeting room; however, an individual over the age of 21 must make the reservation and must agree to assume responsibility for the actions of the participants. There must be minimum adult supervision in the following ratios, dependent upon the ages of the young people in attendance:
  - One (1) adult for every five (5) persons under the age of twelve (12)
  - One (1) adult for every ten (10) persons under the age of twenty-one (21)
- In the case of an emergency or if a library-related program arises, the library reserves the right to ask groups to choose an alternate meeting date or location.
- Cancellations must be made at least twenty-four (24) hours before the scheduled starting time of the meeting (except for weather-related problems).

## **Antigo Public Library**

### ***Restrictions***

- Neither alcoholic beverages nor tobacco products (including electronic cigarettes) may be used anywhere in the library building.
- Groups using the facility may not attach anything to the walls or furnishings of the library without the prior consent of the Library Director.
- Organizations may not use the name or address of the library as their official address.
- We require that rooms be left in the same condition in which they were found, including the arrangement of chairs and tables. Failure to leave the room as found may result in the library charging a fee to cover the cost of cleaning, any repairs, and rearrangement of furniture. There is a charge of \$15.00 per hour for these duties, with a minimum charge of \$30.00.
- The McGinley Room has an occupancy limit of 99 people. No more than six (6) people can occupy the small conference room in the library.
- Any emergency or accident occurring within the group using the library's facility must be reported to the library staff on duty at the circulation desk.
- The reservation of any room or facility within the library does not constitute endorsement of the users of said rooms or their beliefs by the Library Board, library staff or the municipal entities which support the library. The Library Board and library staff will not discriminate, on the basis of gender, ethnic group, age, religious beliefs, or sexual preferences, against any group wishing to use the facilities, as long as said group adheres to these policies.
- The Library Board reserves the right to review and/or refuse future use of any library facility for a group's previous infringement of the rules or policies governing facility use, including a group's refusal to vacate the premises at least 15 minutes prior to closing time.
- Meetings and parties occurring within the facilities must not disrupt the use of the library by others.
- In the event a dispute arises regarding the use of any facility, the final decision rests with the Library Director.
- The clean-up checklist provided each group, for each reserved date, must be completed by the authorized representative of the organization using the facility.

## **Antigo Public Library**

### ***Hours of Availability***

The facility is available for use during normal library hours only. Arrangements can be made to allow groups to occupy the McGinley Room prior to our opening hour of 9 a.m. However, all meetings must conclude 15 minutes prior to the library closing.

### ***Equipment***

- The library has a variety of equipment available for meeting room use. Organizations wishing to use special equipment should inform the library staff of their need at the time they submit a reservation form.
  - Equipment: LCD projector, video conferencing equipment, laptop(s), projection screen, flannel board, whiteboard and a podium.
  - There is a modest charge for the use of any electronic equipment. These charges are intended for eventual replacement of bulbs and equipment as they deteriorate.
- The library cannot provide operators for any equipment other than the video conferencing equipment. If instructions are required for the use of the projector or laptop(s), it is suggested that a representative of the group make an appointment with library staff well in advance of the meeting.

In order to provide a satisfactory experience with the video conferencing equipment, a library staff member will need to interview the group representative who wishes to reserve this equipment. The purpose of the interview is to determine how the equipment can best be used to meet the expectations of the group. A library staff attendant must operate the video conferencing equipment for the group at a set hourly rate.

- Groups using the kitchen must supply all service equipment and serving products.
- No equipment may be removed from the library by a group or individual.