

Antigo Public Library  
617 Clermont Street  
Antigo, WI 54409

715-623-3724  
www.antigopl.org

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**Policy: Facility Use and Reservation Form**

**Approved: August 27, 2024**

**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, Antigo Public Library sponsored programs have priority over other uses of the Antigo Public Library facilities. The Antigo Public Library does, however, recognize that community organizations sponsor programs which are consistent with many goals of the Antigo Public Library and, consequently, we encourage public use of our facilities. Space and staff limitations and Antigo Public Library schedules necessarily require regulatory measures which affect the use of our facility.

Expectations are as follows: Keep the space neat and clean. We're proud of our building and you're a part owner. You're responsible for setting up and taking down tables and chairs as needed and for cleaning up after your program. Leave no trace, and we'll be happy to have you back. **No alcoholic beverages are allowed to be consumed on the premises.**

The Antigo Public Library has three rooms that are available for public use. When not needed by the Antigo Public Library programs and activities, these areas are available as listed below.

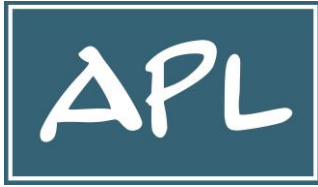
- McGinley Room (holds 99). Available by reservation according to the procedures and rules listed on this form. There may be fees associated with the use of this room.
- Small Conference Room (holds 6). Available by reservation according to the procedures and rules listed on this form. There is no fee associated with the use of this room.
- Small Game Room (holds 6). Available for 2-hour time slots on a first come, first served basis. Patrons sign in at the front desk upon arrival. If no one is waiting to use the room when their 2 hours are up, they may stay in the room for an extended period. If the patron has exceeded the two-hour time period and another patron requests usage of the room, the patron occupying the room will be given a 15-minute notice to exit the room and make it available for the next patron.

**Applicable non-refundable fees for the use of the McGinley Meeting Room are as follows:**

**For Events Taking Place During Library Hours AND After Hours** Any public or private for-profit group may request the use of the meeting room under the following costs:

Room Usage	\$20.00 per hour
Cleaning fees	\$50.00 and loss of ability to use room
Damage Fees	Liability will be assessed by City Insurance Agent

**Any 501(c)(3) tax exempt group may reserve and use the McGinley room for no charge.**



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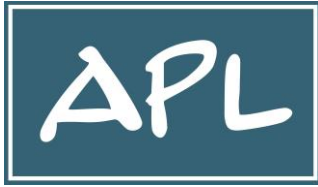
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**The following rules shall govern the reservation and use of McGinley Room.**

**Reservations**

- Rooms must be reserved by a business or organization, not an individual unless the individual is using the room for programs that align with the restrictions outlined in this policy.
- Reservations for events scheduled during library hours in the McGinley Room must be made at least three days in advance. All after-hours reservations of the McGinley room need to be received at least one week in advance. This includes meetings starting during Antigo Public Library hours and completing after the Antigo Public Library closing hour.
- Reservation forms are available at the circulation desk in the library and on the library's web site. A booking is not official until a completed Meeting Room Reservation Form is received by the library and approved by the director. Any incomplete reservation forms will be deemed invalid and will not get a reservation. All fees are due at the time of room booking but will be returned if the booking is not approved. After hours users are subject to a background check for their initial reservation.
- All reservation applications must be signed by an adult at least 18 years of age. An adult, age 18 or older, must be in attendance during the entire reservation time.
- Reservations can only be made up to six months in advance of the meeting date. A group or person wishing to use the meeting room multiple times needs to sign the form once, unless the person responsible changes, the group name, or functions change. If any of these changes are made, a new form will have to be filled out and kept on file, any form used prior will be discarded as it will no longer be valid.
- If the facility has sustained damage through an organization's use, or if the Antigo Public Library personnel must clean the facility after such use, organizations will be billed for any damages.
- All Antigo Public Library, Antigo City Common Council or Langlade County Board of Supervisor committees such as Antigo Public Library Board, sub-committees, municipal bodies, library programs, may book the meeting room an unrestricted number of times. If an Antigo Public Library, Antigo City Common Council, or Langlade County Board of Supervisors event conflicts with another reservation, the group will be contacted as soon as possible. In the case of an emergency or if an Antigo Public Library-related program arises, the Antigo Public Library reserves the right to ask groups to choose an alternate meeting date or location.
- Cancellations must be made at least **72 hours in advance of the scheduled starting time** of the meeting (except for weather-related problems).
- Antigo Public Library staff can verify room availability for a reservation, but rooms will not be booked until the completed forms are received and approved by the Antigo Public Library director and all applicable fees are paid. Your group only needs to fill out one form per calendar year and can book additional dates at the front desk after the initial form has been approved.



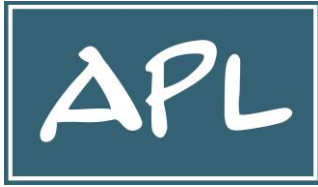
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## Restrictions

- Patrons must adhere to the Antigo Public Library's Patron Code of Conduct policy.
- **There can be no charges for attendance at public gatherings, business meetings, or any other programs taking place within the Antigo Public Library building, including and not limited to the McGinley meeting room, the Conference room, and the Game room.**
- **No sales of items or services may be conducted by outside organizations on or within Antigo Public Library property.**
- Groups using the facility may not attach anything to the walls or furnishings of the Antigo Public Library without the prior consent of the Antigo Public Library Director.
- Organizations may not use the name or address of the Antigo Public Library as their official address.
- Organizations may be requested to show us a copy of their 501 (c) (3) or incorporation papers for verification purposes.
- Rooms can be reserved for public gatherings, business meetings, and other programs that are free of any and all solicitation of funds. This means, there can be no charge for individuals to attend the event AND no materials of any kind can be offered for sale during the event. This is a reiteration of the above mentioned restrictions to ensure full transparency and expected practices by any and all outside groups, organizations, programs, or individuals temporarily utilizing the Antigo Public Library facilities.
- Groups using the room for a program being held for or attended by minor children must either require these children to attend with their adult caregiver and/or be prepared to provide the library with waiver/permission forms indicating the child's parent or legal guardian granted permission for the child to be in attendance. This is the responsibility of the group, not the Antigo Public Library. The group must also ensure the group is supervised by two unrelated adults at all times. The organization must also make it clear that the Antigo Public Library is not the sponsor of the program.
- Rooms must 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 Antigo Public Library charging a fee to cover the cost of cleaning, any repairs, and rearrangement of furniture.
- The McGinley Room has an occupancy limit of 99 people. The Small Conference room has an occupancy limit of 6 people. The Small Game Room has an occupancy limit of 6 people.
- Any emergency or accident occurring within the group using the Antigo Public Library's facility must be reported to the Antigo Public Library staff on duty at the circulation desk. When these occurrences happen during an after-hours meeting, the group has the responsibility to call 9-1-1 as applicable. For both emergency (911) and non-emergency situations, the group has the responsibility to notify the Antigo Public Library Director of the incident by the next business day. This can be done by emailing [director@antigopl.org](mailto:director@antigopl.org) or calling 715-623-3724.



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- The reservation of any room or facility within the Antigo Public Library does not constitute endorsement of the users of said rooms or their beliefs by the Antigo Public Library Board of Trustees, the Antigo Public Library staff or the municipal entities which support the Antigo Public Library. The Antigo Public Library Board of Trustees and the Antigo Public Library staff will not discriminate based on gender, ethnic group, age, religious beliefs, or sexual preferences for any group wishing to use the facilities, if said group adheres to these policies.
- The Antigo Public Library Board of Trustees reserves the right to review and/or refuse future use of any of the Antigo Public 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.
- The Antigo Public Library Director reserves the right to reject a reservation request based on Antigo Public Library policy, or exceptional cost to the Antigo Public Library in the case of additional security required, for example. The Antigo Public Library Director may take into consideration the contents of the application, the history of the group's meeting room use, or other pertinent behavior.
- If the Antigo Public Library Director, determines, additional security measures will be needed, the organization shall be required as a condition of such reservation to pay to the Antigo Public Library in advance of the meeting for any or all extraneous costs relating to the meeting the Antigo Public Library may incur.
- Meetings occurring within the facilities must not disrupt the use of the Antigo Public Library by others.
- In the event a dispute arises regarding the use of any facility, the final decision rests with the Antigo Public Library Director.
- The cleanup checklist provided to each group, for each reserved date, must be completed by the authorized representative of the organization using the facility.

### **Hours of Availability**

The McGinley meeting room, the Small Conference room, and the Game room are available during Antigo Public Library hours for regular bookings.

### **After-hours bookings are available for the McGinley room only as follows:**

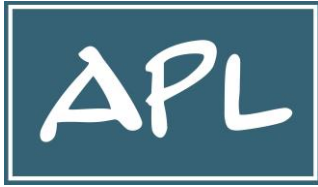
Monday - Friday until 8 p.m.

Saturday until 6 p.m.

Sunday not available.

### **Equipment**

- The Antigo Public Library has a variety of special equipment available for meeting room use. Organizations wishing to use special equipment should inform the library staff of their need at



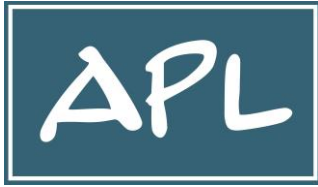
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the time they submit a reservation form. The Antigo Public Library equipment is not available for after-hours meetings.

- Special Electronic Equipment Available: video conferencing equipment, microphones, microphone pack.
- There is a charge for the use of some special electronic equipment. These charges are intended for replacement of equipment as they deteriorate. Charges are listed on the meeting room form.
- The Antigo Public Library cannot provide operators for any equipment other than the video conferencing equipment.
- To provide a satisfactory experience with the video conferencing equipment, an Antigo Public 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.
- No equipment may be removed from the library.



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**Meeting Room Reservation Form**

**Name of Group:** \_\_\_\_\_  
e.g. Antigo School, Smith Family, Boy Scout Troop #39, etc.

**Purpose of the Reservation:** \_\_\_\_\_  
e.g. Private party, Business meeting, Health care seminar, etc.

**Will this be an after-hours booking?**                      **Yes**                      **No**

**Check the room you are interested in reserving:**

<input type="checkbox"/> <b>McGinley Room</b> (holds 99)	<input type="checkbox"/> <b>Small Conference Room</b> (holds 6)
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Select one of the following, either a single reservation or a recurring reservation, and fill out the dates and times completely. **When noting the hours of use, be sure to include time for setup and cleanup. Reservations can be placed up to 6 months in advance. Additional dates can be added at the bottom of the form if necessary.**

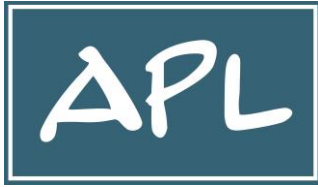
Single Reservation		Recurring Reservation (no meetings will be scheduled more than 6 months in advance.)	
Date:		Beginning Date:	
Beginning at what hour:	AM or PM	Ending Date:	
Ending at what hour:	AM or PM	Day(s) of the week:	
		Beginning at what hour:	AM or PM
		Ending at what hour:	AM or PM

Name of Contact Person for Group: \_\_\_\_\_

After-hours reservation Driver's license number: \_\_\_\_\_

Contact Person's Full Address w/zip: \_\_\_\_\_

Home Phone of Contact: \_\_\_\_\_ Business Phone of Contact: \_\_\_\_\_



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Email Address of Contact: \_\_\_\_\_

**Required Acknowledgments** (please read before signing):

- I have received a copy of the Facility Use Policy of the Antigo Public Library and hereby agree to abide by the rules and regulations included in this policy. I further agree to the following; to see that such rules and regulations are complied with and obeyed by others in the group using this facility; to assume responsibility for and to make restitution for any damage to the building or equipment during the period of rental/use which, in the judgment of the Antigo Public Library, constitutes damage or destruction beyond normal wear and tear and intended usage; and to identify and forever hold harmless the Antigo Public Library and the Antigo Public Library Board of Trustees, employees, and agents, from any and all claims of any kind, nature or description arising out of the use of any Antigo Public Library facility pursuant to this application or any modification thereof. I consent to have a background check performed per this policy for afterhours room use.
  
- I acknowledge that official Antigo Public Library usage of meeting rooms takes precedence over use by other parties and that the Antigo Public Library reserves the right to ask any party to reschedule to accommodate these usages.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

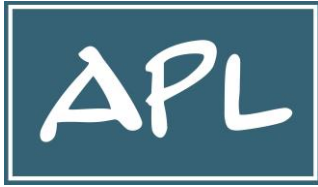
**Release and Waiver of Claims** (please read before signing):

The undersigned hereby releases and forever discharges the City of Antigo, its officers, employees, agents and representatives from any and all actions, causes of action, claims and demands for, upon or by reason of any damage, loss or injury, which may arise or hereafter may be sustained by me as a result of my lifting or moving any tables, chairs, other furniture or equipment, etc. while using the library facility. I understand that by lifting or moving any tables, chairs, other furniture, or equipment, etc., I am risking possible injury to myself.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local, or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Rental Fees are non-refundable.**

(Please check what type of group you represent)

Check one	Group	Rental Fee
<input type="checkbox"/>	501(c)(3) non-profit group.	None
<input type="checkbox"/>	For all other groups, organizations, programs, private parties and individuals.	\$20.00/hr

Please check if below if you wish for the Antigo Public Library to supply the equipment/technology for your meeting:

Check Desired	Equipment or Electronic Access	Fee
<input type="checkbox"/>	70" Smart whiteboard, camera, tablet – videoconferencing equipment package	\$5.00

To provide a satisfactory experience with the video conferencing equipment, an Antigo Public 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.

Use of the Antigo Public Library’s videoconferencing equipment for two-way interactive programs, meetings, or conferences requires that reservations are made far enough in advance to arrange a web conferencing connection (e.g., GoTo Meeting).

**The Antigo Public Library staff reserves the right to determine what rental fees your group should be paying, in keeping with the Antigo Library Facility Use policy.**

**All fees are due at time of room booking and are non-refundable**

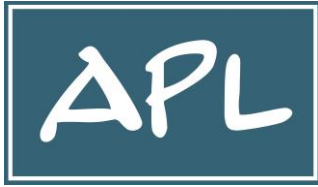
Fees Owed:

Make all checks payable to City of Antigo - Library:

Rental Fees	\$ _____
Equipment Fees	\$ _____
Total	\$ _____

Please initial here to acknowledge the fees owed and when they are due: \_\_\_\_\_





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Library Staff:	After Meeting:
Reservation Receipt Date: _____	Checklist Completed: _____
Rental Fees Receipt Date: _____	Room Condition: _____
Admin Approval/Calendar Date: _____	Key Fob Returned: _____

Additional meeting dates can extend six months from initial meeting date:

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Post Meetings Admin/Staff notes (i.e. dates called about key fob return or other issues)

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