

# Rhineland District Library

## Meeting Room Policy

### III. Requirements for Room Reservations

(A) The Library has priority use of the meeting room. The Library a group's use a Meeting Room if it is needed for use by the Library. Alternative meeting times and space offerings may be made. Advance notice will be given should a cancellation become necessary. If the library closes due to inclement weather or for any reason, every effort will be made to contact group representatives.

(B) Groups may schedule meetings in the meeting room when it is not being used for Library events. The contact person must be present when the meeting is held, take full responsibility for scheduling the meeting, ensuring that all attendees follow the meeting room policy, the library rules of conduct are followed during the meeting, and take care of returning the meeting room to its original condition.

(C) The meeting room is not intended to serve as a permanent public meeting location for any group. Meetings may be booked up to 3 months in advance (Library and affiliated programs excepted). Up to 4 meetings may be scheduled at one time. The Library's address cannot be used as an address for any group using its meeting room. The Library's telephone number cannot be used as the contact number or for registration for the group and its meeting.

(D) No entrance or admission fee may be charged for meetings held at the Library. Solicitations of donations or requests for contributions are not permitted. All meetings must be open to the public.

(E) An up-to-date meeting room signed reservation form is required preceding the event. The form is available at [rhinelandlibrary.org](http://rhinelandlibrary.org) . The form acknowledges receipt of the RDL meeting room policy.

(F) Reservations may be made online or by phone or in person, preferably a week in advance

(G) It is recommended that applications should be submitted at least seven days prior to the meeting date in order to allow sufficient time to process the application.

(H) Any false, misleading or incomplete statement on the application shall be grounds to deny or revoke permission to use of the meeting rooms.

(I) The Library Director, or designee, reserves the right to reject a reservation request based on RDL policy, or exceptional cost to the library in the case of additional security required, for example. The Library Director, or designee may take into consideration the contents of the application, the history of the group's meeting room use, or other pertinent behavior.

(J) The Library Director, or designee, determines, additional security measures will be needed, the organization shall be required as a condition of such reservation to pay to the

Library in advance of the meeting for any or all extraneous costs relating to the meeting the library may incur.

(K) **The meeting room is not considered reserved until the application is received, approved, and confirmed by the Library.** Reservations shall be accepted in the order received and upon the availability of an appropriate room.

(L) The meeting room may be booked by patrons 18 or older.

#### **IV. Fees and Admission Charges**

The Library does not charge for the use of the meeting room. Groups using the meeting room may not charge admission. Meetings that run beyond their scheduled time will be permitted to continue only with the permission of the Director or designee.

#### **V. Use of Facilities**

(A) Library staff will not provide assistance in setting up the meeting room.

(C) Materials may not be affixed to the walls, ceilings, doors or windows. Limited decorating, such as with floral centerpieces or name tents, is permitted, but certain types of decorations may be prohibited per building code.

(D) Chairs and tables are available. It is the organization's responsibility to set up and return them to their original positions.

(F) Everyone using the Meeting Room must follow the Library's Patron Policies, which include no smoking, no alcohol and no activities that interfere with Library use or safety.

(G) In consideration of the use of the meeting room and library facilities, any person or group using the meeting room hereby agrees to indemnify and hold harmless the Library from any and all actions and suits related to its use of such meeting room and facilities.

(H) The signed representative for the agrees to reimburse the Library for any and all costs for repair or cleaning caused directly or indirectly to the meeting room and/or facilities by such use. If any person or group refuses to pay for the damage, the matter will be referred to the Library's attorney for legal action and the group will lose library privileges

(H) Except for items which may be checked out, the Library will not provide materials or equipment. Meeting organizers are permitted to bring their own equipment, but Library staff will not support its operation.

#### **VI. Publicity**

In allowing a group to use the meeting room, the Library does not imply any endorsement of the group's beliefs, policies, practices, or program. No group shall state or suggest in any of its publicity, that the Library sponsors or endorses the meeting, the group, or any particular set of ideas.

# Rhinelanders District Library Meeting Room Reservation Form

Date room is needed:					
Time:	Start:	Finish:			
Organization name:					
Organization representative:					
Address:					
Phone:	Daytime:	Evening:			
Purpose of meeting:					
Equipment request (circle):	Overhead projector	Screen	Computer projector	Laptop	Other

*I have received a copy of the Rhinelanders District Library Meeting Room Policy and agree to its terms and conditions:*

Signed \_\_\_\_\_

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

Please submit this form to:

Rhinelanders District Library  
106 North Stevens Street  
Rhinelanders, WI 54501

FAX: 715-365-1076

[www.rhinelanderslibrary.org](http://www.rhinelanderslibrary.org)