

MEETING ROOM POLICY

Purpose:

Meeting rooms are for use by the Library. In keeping with the vision of the library, to be a vital community place to find help on the lifelong path to knowledge, meeting rooms will be made available to the public under the terms and conditions of this policy when they are not needed for Library purposes.

Facilities:

Meeting Room A (lower level)
 Meeting Room B (lower level)
 Conference Room (lower level)
 Waters Building

Sale of Products or Services:

1. Events involving the sale, advertising, solicitation or promotion of commercial products or services are prohibited. Only library sponsored meetings or programs may involve sale of items, fund raising activities, or solicitation of donations.

Fees:

One hour minimum rental is required. The fee structure is as follows:

First hour: \$15 per room (\$30.00 if Rooms A & B are booked together)

Each additional half hour: \$5.00 per room

Rental of the Great Hall: \$300 per hour, one-hour minimum

- Exceeding scheduled time of event: \$150 per 30 minutes.
- Setup that exceeds one hour of library staff time: \$25 per 30 minutes.
- \$100 non-refundable deposit required.

Hours of Availability:

Meetings must be scheduled during hours that the library is open, and must end at least 30 minutes before the library closes. No public access is possible beyond scheduled library hours.

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Reservations:

To reserve the meeting room, a representative of the reserving group, business, or organization must fill out an application and make payment. Staff in the administrative office are the only staff authorized to schedule meetings in these rooms.

Priority and Bumping:

In all cases, the Library's use of the meeting rooms will be given first priority. To that effect, the Library reserves the right to cancel a reservation by the general public with one month's notice whenever the room is needed for Library purposes. If the Library cancels a reservation by the general public, an attempt will be made to find an alternate location in the Library for the meeting.

Cancellations:

The Library Administrative Office must be notified at least two full business days in advance if any event or use is canceled. Lack of notification will result in payment of fees for that meetings(s). In the event of inclement weather, fees will be refunded only if the Library closes.

Equipment:

Refer to the Meeting Room Application Form for a list of available equipment.

Telephone/Internet Service:

No telephone land lines are available in the library, although wireless internet access is available.

Parking:

The parking lot adjacent to the Library is the property of the City of Oshkosh. All-day permits for this lot may be purchased at the First Floor Customer Service Desk of the Oshkosh Public Library.

Rules:

- Alcohol is not permitted.
- Smoking or use of tobacco products is not permitted.
- Events which may interfere with the regular operation of the library are prohibited.
- Any breakage or damage to the library building or property shall be paid for by the organization using the facility. The person reserving the meeting room will be held accountable.
- The meeting rooms must be left in a neat and orderly condition.

- Storage of supplies or equipment belonging to users of the rooms is not permitted.
- Nothing may be attached to walls, ceilings, doors or furniture of any of the rooms.
- Attendance at meetings may not exceed the posted room capacities.
- Food and drink is allowed. No cooking.

Failure to comply with these rules will result in termination of the violator's meeting room privileges.

Disclaimer:

The Library assumes no responsibility or liability for accidents, injury, or loss of individual property in the Oshkosh Public Library.

The fact that a group is permitted to use a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. In any public announcement, the user may not use the library's name in such a way that it may be inferred that the library is the host or sponsor of the scheduled meeting.

Written By:	Julie Schmude
Approved By:	Library Board
Amended/Modified:	
Date:	5/27/10