

# **MEETING ROOM POLICY**

**Purpose:**

Meeting rooms are intended primarily for use by the Library for Library programs. In keeping with a key part of the stated mission of the Oshkosh Public Library: “to create a vibrant community gathering place,” meeting rooms will be made available to individuals 18 years of age or older under the terms and conditions of this policy when they are not in use or scheduled for Library purposes.

**Facilities Covered Under This Policy:**

- Meeting Room A (lower level)
- Meeting Room B (lower level)
- Conference Room (lower level)

**Note:** *Public use of the Dome area (Waters Building, 2<sup>nd</sup> Floor) involves the payment of rental charges and is covered under a separate policy:*

[Dome Policy Link.](#)

**Sale of Products or Services:**

Events involving the sale, advertising, solicitation or promotion of commercial products or services are prohibited. Admission fees may not be charged. Only Library-sponsored meetings or programs may involve sale of items, fund raising activities, or direct solicitation of donations.

**Fees:**

The Library offers meeting space to the community free of charge as a public service.

Donations for use of the rooms are encouraged but not required. All such donations are maintained in a segregated fund used only for the maintenance and enhancements of the rooms.

**Hours of Availability:**

Use of meeting rooms must be scheduled during hours that the Library is open and must end at least 30 minutes before the Library closes. No public access to the building is possible beyond scheduled Library hours except for limited uses and by direct arrangement with the Library director as part of a partnership agreement or memorandum of understanding.

**Frequency:**

Meeting spaces may be reserved 12 times per year per organization. Exceptions will be made by the Library Director for uses deemed to offer a significant public good, and those exceptions may require a partnership agreement and/or Memorandum of Understanding.

**Access:**

Events may be closed to the general public. Library staff, however, may enter meeting rooms at any time.

**Reservations:**

Library-sponsored activities are given priority in consideration of the use of meeting rooms; however, the Library will not cancel an existing reservation for the purpose of having a library program.

Rooms are reserved on a first-come, first-served basis through the library's website. Rooms may be reserved up to three months in advance. Room reservations must be made by an individual who is 18 years or older and who will ensure adult supervision is provided. The contact person listed on the booking request assumes full responsibility for damage to Library spaces and property in their custody.

When a reservation is approved by Library staff, the reserving individual will receive email confirmation.

Room reservations by the public will appear on the Library's event calendar as a "Reservation". The wording, "This is not a Library sponsored event" will also appear on the calendar entry.

**Cancellations:**

In the case that a individual becomes aware that they will not need their reserved meeting room, they should contact the Library immediately so that the reservation can be cancelled and the room freed for other users.

**Equipment:**

Equipment available varies for each meeting room. Available options for each room are shown in the Library website's online room reservation form.

**Parking:**

The parking lot adjacent to the Library is the property of the City of Oshkosh. It is the responsibility of event organizers to be aware of current downtown Oshkosh parking rules and regulations at the time of the event.

**Room Rules:**

- Individuals and groups using a meeting room must follow the Library's [Behavior Policy](#) (with exceptions noted below for food and drink) and adhere to this Meeting Room Policy.
- Events of such a nature or size which may interfere with the regular operation of the Library are prohibited. Events which become excessively noisy or disorderly will be terminated if organizers cannot regain order in a timely manner.

- Any breakage of equipment or damage to the Library building or property shall be paid for by the individual or organization using the facility. In such an instance, the contact person reserving the meeting room will be considered responsible for payment and billed accordingly.
- Meeting rooms must be left in a clean and orderly condition; organizations or groups which leave rooms in a state of disarray may be barred from future usage.
- Storage of supplies or equipment belonging to users of the rooms is not permitted.
- Nothing may be attached or affixed to the walls, ceilings, doors or furniture of any of the rooms.
- Attendance at meetings may not exceed the posted room capacities. In cases where capacity is exceeded, Library staff will alert organizers so that adjustments can be made.
- Food and drinks are allowed. However, any activity or equipment that produces smoke, flame, or excessive heat—such as cooking, heating, chafing or the use of candles or incense—is prohibited.
- Electric warming appliances such as coffee makers and warming trays are permitted.

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.

Use of Library meeting rooms by any organization or individual does not imply Library's endorsement of the organization or individual's views or statements. In any public announcements relating to events held at the Oshkosh Public Library, the user may not use the Library's name or logo in such a way that it may be inferred that the Library is the host or sponsor of the scheduled meeting. The Library Director may cancel scheduled reservations for any group or organization found to be in violation of this rule.

Written By:	Julie Schmude
Approved By:	Library Board
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***Oshkosh Public Library***

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