

ITEM NUMBER: 8.01 a-g
CHAPTER 8: Facility and
Equipment
Management
Policy
CODE:

Title: Meeting Room Policy
Effective Date: 1-1995
Authorized By: Library Director
Date of Last Revision: 12-2023

Library Bill of Rights

“VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Uses and Priorities Among Users

Meeting rooms may be used for programs sponsored by groups or individuals.

Appropriate uses include:

- Public gathering spaces are intended to be commercial-free environments where groups may come together to learn and exchange ideas.
- Public gathering places are available to the public regardless of the beliefs or affiliations of groups requesting their use.
- Permission to use a public gathering place does not constitute an endorsement by the library of the program or point of view expressed.

When two or more users seek to utilize the same time slot, the following hierarchy of priorities shall be utilized:

Priority 1: LIBRARY: First priority shall be given to any part of the Library's own program, including: staff and board meetings, story time and programs conducted by the staff, and instruction or guidance in the use of the Library.

Priority 2: LIBRARY SPONSORED: If one of the conflicting users is not part of the library's own program, priority shall be given to any program in which the Library is a sponsor, participant, or co-operating agency, such as Friends of the Library, Wisconsin Valley Library Service, and other library organizations.

Priority 3: GOVERNMENT: If the potential users are not part of the library's own program or a library sponsored program, priority shall be given to use by Marathon County and other governmental units.

Priority 4: OTHERS: Finally if the above categories of users are not implicated, priority shall be given to use by service agencies, non-profit agencies, general public, and businesses.

Prohibited Activities include:

- Social purposes: parties and other events such as weddings, birthdays, retirements, etc.
- Commercial activities: no admission fees or tuition, sales of products or services, or other direct fundraising activities. Exceptions may be made for library-sponsored groups, programs, or events.
- Interviews: for job candidates, vendors, or any other recruitment purposes is not permitted in our meeting room.
- Depositions: attorney-client interviews or any other confidential legal discussions may not be conducted in our meeting room.
- Tutoring: offering private, for-profit tutoring or educational services in our meeting rooms is not allowed.
- Gambling: games of chance, bingo, casinos or wagering of any kind may not be part of any program, meeting, or event.

In addition to the above prohibition, library meeting room reservations may be rejected for:

- Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
- Programs whose purpose is the sale, advertising, or promotion of products or services or includes selling a product or service with the exception of those provided by the Library itself.
- A return engagement by a group who has abused the facility, equipment, or library regulations in a previous use of the room.

Reserving A Room

Meeting rooms are available at all nine library locations in the County.

Reservations for Wausau, Mosinee and Stratford meeting rooms must be made by submitting an electronic application from the library website.

Applications are available online from the Library's website. The completed application must be submitted 10 calendar days prior to the meeting date to allow sufficient time for processing. Reservations will be confirmed during business hours.

The application must be signed by an authorized adult representative of the group who shall attend the meeting. This person shall be personally responsible for the conduct of the meeting and for any damages.

Meeting rooms may be reserved up to 90 days in advance.

A group or individual may have the meeting room on reserve for meetings in sequence, such as every third Tuesday, with a maximum of two (2) meetings per month up to 90 days in advance.

Use of the meeting room is restricted to the hours reserved.

Meeting rooms at other branch locations (Athens, Edgar, Hatley, Marathon, Rothschild, and Spencer) must be reserved with the village or city in which the library is located. Individual municipality meeting room rules apply.

Reservation Cancellations

The Library should be notified 24 hours prior to the scheduled meeting time or as soon as possible.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

Repeated cancellations may affect a group's ability to reserve meeting rooms in the future.

Equipment Reservations

Wireless internet access is available in the Library's meeting room. Groups may provide their own laptop computer and projector or reserve the Library's equipment. Setup and technical support is not provided by the Library.

Groups may bring their own AV equipment to use. Additional equipment may be reserved from the Library depending on current availability. No charge will be made for use of the equipment.

Capacity

Wausau Community Room - The Wausau Community Room has a maximum seating capacity of 99 persons.

Stratford Branch - Stratford Branch has a maximum seating capacity of 36 persons.

Mosinee Branch - Mosinee Branch has a maximum seating capacity of 99 persons.

Hours

Meeting rooms may be reserved for hours when the library is normally open. Meetings must adjourn no later than 30 minutes before the Library closing time to allow participants time to exit the building by closing time.

Food and Beverages

Covered beverages and light snacks are allowed in the meeting rooms. Groups are required to provide all supplies and are responsible for cleaning up.

No alcoholic beverages will be permitted. No cooking may be done (including slow cookers or Sterno chafing fuel).

All Marathon County Public Library buildings are smoke-free.

Cost

Use of library meeting rooms is free and contingent upon the user participating in an approved purpose or activity.

General Rules of Use

Room Arrangement and Maintenance - Chairs and tables are available for groups to set up to meet their needs. The responsibility for setup and clean up is assumed by the group using a room. Chairs and tables must be returned to their original arrangement following a meeting.

Marathon County Public Library cardholders are eligible to book Meeting Rooms and Study Rooms. Other groups will be reviewed on a case by case basis.

Group Check-In - The group must check in with the Reference Desk in Wausau or with staff at Mosinee and Stratford immediately prior to obtaining access to the meeting room. Staff will unlock the room and check out any reserved equipment to the contact person or his/her representative. Any equipment checked out is to be returned to the Reference Desk or designated area at a Branch.

Use of Equipment - Non-library equipment or materials may not be stored in the meeting rooms or elsewhere in the building without prior permission.

The Library does not provide assistance with carrying supplies or equipment, and custodial help and assistance with the operation of equipment is not available.

Use of Library Name - The library's name may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. Marathon County Public Library may not be used as the official address or headquarters of any group.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the library must clearly state that the meeting is not sponsored by the Marathon County Public Library. Copies of all promotional materials pertaining to the meeting must be approved by the Library at least 7 days prior to the meeting.

Communication of Meeting Information - The contact person agrees that the library may give out name and contact information to the public. The library will communicate scheduled meetings (group name, time, date and place of meeting) in the meeting room reservation calendar. The information may also be posted digitally in the library where the meeting is being held.

Rejection of Reservation Requests - The Library Director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this Policy or the Library Rules of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the application, the history of the group's Meeting Room use in the Library, and such other information as he or she may deem appropriate.

A Meeting Room is not considered reserved until the application is received, approved, and confirmed by the Library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

Failure to observe general use policies may result in loss of meeting room privileges.

Americans with Disabilities Act - Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.

Displays - Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the Library may be removed from the walls.

Unattended Minors - Parents or caregivers who bring children to meetings in the Library are responsible for those children. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended anywhere in the building. Please refer to Unattended Customer Policy.

Political Meetings - Political meetings may be held for the discussion of issues but such meetings may not involve fundraising, party caucuses or meetings closed to the public.

Licenses - Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.

Smoking and Use of Burning Materials - No smoking is permitted. Burning or any materials, including incenses and candles, is prohibited.

Weather - The Library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.

Access to Rooms - Library personnel must have free access to the meeting room at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

Liability for Damages - The library reserves the right to charge the applicants for cleaning, maintenance, repair, and replacement due to any damages which are determined to be proximately caused by participants at the meeting or event and are determined to be reasonably under the control of the applicant or any organization applicant represents.

The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

Insurance and Exception - Any meeting or event which will be attended by 75 or more persons shall be subject to a risk assessment by Marathon County. The scope of the proposed use may require a certificate of insurance, hold harmless agreement or contract. Marathon County may elect to waive the insurance requirement if they determine that the planned meeting or event does not present a substantial or significant liability or property damage exposure to the library or Marathon County.

This policy shall not be construed to apply to meetings or events involving expressive activity which enjoy the protection of the U.S. and Wisconsin Constitutions. To qualify for this exception, applicant shall be required to either:

1. Agree to indemnify, protect, defend, and hold harmless the library, Marathon County, their officers and employees against all claims, damages, expenses, loss or liability arising out of the proposed use and determine to be proximately caused by the acts or omissions of the applicant and/or any participants in the planned meeting or event who are determined to be reasonably under control of the applicant, or any organization applicant represents. This indemnity shall not foreclose claims made against the county by the applicant, or any organization applicant represents, and shall not foreclose claims made by third parties; or
2. Agree to redesign or reschedule the permitted meeting or event to respond to specific risks, hazards, and dangers to the public health and safety identified by Marathon County as being reasonably foreseeable consequences of the meeting or event.