

MEETING ROOM USE

Re-adopted: April 2010

Revised: October 2026

Last Reviewed: October 2026

Meeting rooms are made available for use by the community during library hours. The library director reserves the right to determine appropriate use of the facilities.

Meeting Rooms and Furnishings

Community Room (1)

- **Size:** 900 square feet
- **Maximum Capacity:** 95 people.
- **Furniture:** 4 wooden tables, 11 folding tables, 61 folding chairs, 8 cushioned board chairs, 14 child chairs, 1 large fixed board meeting table
- **Equipment:** 1 projector, 1 screen, 1 laptop with Internet access, 1 DVD/Blu-ray player
- 1 speaker system (available only for Community Room use)

Study Room (2)

Size	Maximum Capacity	Furniture
120 square feet	5	1 table, 5 chairs
240 square feet	12	2 tables, 12 chairs

Library equipment may be reserved subject to availability. Specific equipment requests must be noted on the reservation application.

Room Reservation and Use Guidelines

- Meeting rooms are available on a first-come, first-serve basis up to 60 days in advance with priority given in the following order:
 1. Library-sponsored programs and meetings.
 2. Established groups requesting space outside their annual reservations.
 3. Residents, local non-profits, and government agencies with a representative living within the library district. (Applicants must hold a valid WPL card.)
 4. For-profit businesses located within the library district (limited to two uses per month).
 5. For-profit businesses outside the WPL district (limited to one use per month). (The library does not advertise for for-profit activities.)
- Reservations must be made by completing the Application for Use of Community Room form. This can be submitted at the library service desk or via email at director@winnebagopubliclibrary.org.
- The applicant must be at least 18 years old, in good standing with the library, and responsible for the meeting and adherence to library policies.

Winnebago Library Board Policy Manual

- Reservations cannot be transferred to another individual or group.
- Groups composed of minors (under 18) must have an adult representative present throughout the meeting with the exception of library-sponsored programs.
- Upon arrival, users must check in at the library service desk.
- Users must notify staff upon completion of their session for inspection.
- Issues or disputes will be referred to library administration, who will refer to the library board of trustees as needed.
- Use of the library meeting rooms does not imply endorsement of the group's beliefs by the WPL. Advertising must not suggest library sponsorship unless approved.
- Rooms must be vacated at least 15 minutes before closing.
- Set-up and cleanup are the responsibility of the group or individual using the room.
- The library does not guarantee a silent environment but asks all users to respect the Library Conduct Policy regarding noise levels.

Cancellations and No Shows

- A 24-hour notice of cancellation is requested.
- If an applicant does not arrive within 10 minutes of the scheduled start time, the reservation will be forfeited.
- Failure to cancel at least 24 hours in advance may result in the loss of future booking privileges. Three no-shows within a calendar year will result in a one-month suspension from room use or further action at the discretion of library administration.

Damages and Liability

- Users are responsible for any damage to library property. Charges will be assessed for cleaning, repairs, or replacement.
- The library is not responsible for personal items left behind.
- The applicant is fully responsible for the actions of all attendees and for adhering to this policy as well as the Library Conduct Policy as posted.

Winnebago Public Library District Application for Use of Community Room

Please Print.

Meeting Date: _____

Expected Start Time: _____ Expected End Time: _____

Group Name: _____

Person In Charge: _____

Phone Number: _____

Patron Address _____ Zip: _____

(Circle One)

Responsible Party Is A: Group Individual Organization

And Is A: Profit Non-Profit

Will You Need Assistance From The Library Staff To Set Up Electronic Equipment?:

____ Yes ____ No

Equipment Needed: _____

Number Of Tables Needed: _____ Number Of Chairs Needed: _____

Card In Good Standing?: ____ Yes ____ No

TERMS OF USE AGREEMENT

I, _____, as an individual or a representative of a group or organization, accept full responsibility for the cost of any cleaning and/or repairs as a result of damage on the meeting date listed above.

I understand that I am expected to inform the staff if a room is no longer needed so that it can be reassigned. I understand that if I have not arrived within 10 minutes of the scheduled start time, this reservation will be considered a “no-show” and the reservation will be removed.

I understand that I must vacate the room at least 15 minutes before closing, or at the end of the scheduled session, whichever comes first.

By signing below, I am attesting that I have received and read the Meeting Room Use and Library Conduct policies and agree to fully adhere to them.

Signature of person in charge: _____ Date: _____

Signature of Administration/Staff:

_____ Date: _____

Library Staff Use Only:

Application has been: approved: _____ denied: _____

Library staff has notified person in charge of approval?: _____Yes _____No