

## **MEETING ROOM USE**

Re-adopted: April 2010

Revised: June 2025

Last Reviewed: June 2025

### **Meeting Room Availability and Use**

The library provides meeting rooms for use by the community during library hours. The library director reserves the right to determine appropriate use of the facilities and may limit access to individuals or groups whose activities interfere with library operations, compromise public safety, or cause disruptions.

For the purpose of this policy, an established group is defined as a group that has met at the library regularly for five or more consecutive years. Established groups receive priority scheduling and may renew reservations for the upcoming calendar year between December 1 and December 15 of the current year. Established groups may submit a single reservation request covering the entire year.

### **Meeting Rooms and Furnishings**

#### **Community Room (1)**

- **Size:** 900 square feet
- **Maximum Capacity:** 95 people.
- **Furniture:** 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 Available)**

Size: 120 square feet each

Maximum Capacity: 5 people per room

Furniture: 1 table, 5 chairs per room

Library equipment availability is subject to demand and operational needs. Specific equipment requests must be noted in the reservation application.

### **Community Room Reservation Guidelines for Non-Established Groups & Individuals**

- Meeting rooms are available on a first-come, first-served basis up to 30 days in advance.
- 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](mailto: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.
- Reservations cannot be transferred to another individual or group.
- Groups composed of minors (under 18) must have an adult representative present throughout the meeting.

### **Prioritization of Meeting Room Use**

Reservations are approved on a first-come, first-served basis, 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 director retains final authority over all reservations.

### **Reservation Procedure**

- Upon arrival, study room users must check in at the library service desk.
- Meeting room 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.

### **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. Failure to pay may result in permanent suspension from room use.
- The library is not responsible for personal items left behind.
- If a room is left in poor condition, a cleaning fee will be charged at the custodian's hourly rate. Repeated violations may result in loss of future privileges.
- The applicant is fully responsible for the actions of all attendees and for compliance with both this policy and the Library Conduct Policy.

### **Meeting Room Use Guidelines**

- 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.
- The individual who made the reservation must remain present for the duration of the meeting.
- Set-up and cleanup are the responsibility of the group or individual using the room.
- Library furniture may not be rearranged or borrowed without staff approval.

### **Signage & Decorations**

- Advertising for for-profit activities is not allowed.
- Directional signs are permitted.
- Decorations may not be stapled to walls or doors.
- Clean up all used materials (e.g., glue, markers, glitter) before leaving.
- The library does not store materials for groups.

### **Prohibited Items and Activities**

- Weapons, alcohol, smoking, illegal substances, and flammable materials (e.g., candles, lighters).
- Loud or disruptive behavior that interferes with library operations.

The library does not guarantee a silent environment but asks all users to respect the Library Conduct Policy regarding noise levels.

## Winnebago Public Library District Application for Use of Community Room

ESTABLISHED GROUPS: PLEASE ATTACH CALENDAR DATES  
NON-ESTABLISHED GROUPS OR INDIVIDUALS: ONE EVENT PER FORM PLEASE

PLEASE PRINT

MEETING DATE: \_\_\_\_\_

EXPECTED START TIME: \_\_\_\_\_

EXPECTED END TIME: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

(Circle one)

PERSON IN CHARGE/President Established Group/Library Trustee/Staff Member:

\_\_\_\_\_

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 ~~asked~~ expected to inform the staff if a room is no longer needed so that it can be reassigned to an available status. 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. Failure to cancel within 24 hours of reservation could result in the forfeiture of meeting privileges and that three consecutive sessions of “no-shows” will be suspended from use of the room for one month.

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

I understand, as an individual or a representative of a group or organization, that by signing this form I accept responsibility for any damages resulting in my group's use of the community room, accidental or otherwise.

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 it.

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