

Meeting Room Policy

The meeting rooms at the Kaukauna Public Library are available for use by community groups for presentations of informational, recreational, or educational meetings/programs in keeping with the mission of the Library.

In this policy, meeting rooms are defined as the Conference Room, Board Room, Garden Amphitheater, Upper Garden Seating Area, Local History Room, Tween/Teen Computer Lab, and Study Room A. The Library reserves the right to define additional spaces within the Library as meeting space.

Library programs take precedence over availability of bookings to use meeting room spaces. Meeting rooms will be made available on an equitable basis; first come, first served, so long as the individuals or groups requesting their use fall under this policy.

Meeting rooms may be used for meetings, which are open to the public, including lectures, panels, discussions, presentations, concerts, programs as well as to organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities. Exception to this is shared building tenants, which may use the space at the discretion of the Library Director.

Meeting rooms may not be used for any purpose for which may interfere with the operation of the Library, nor programs involving sales, advertising, solicitation, or promotion of commercial products and services, or personal products and services. Meeting rooms are also not available for private functions including, but not limited to weddings, baby showers, and personal parties.

Groups using meeting rooms on a regular basis may be limited in the number of bookings they may reserve based on the demand for space. This determination will be made by the Library Director. Exceptions to this include Library programs and City of Kaukauna programs.

Bookings are limited to two per month to ensure equitable booking availability due to demand.

The Library cannot guarantee room setup for events. The Library will make every effort to have requested room setup ready for events, but at times staffing levels may prohibit this.

Meeting room requests must be taken through the booking software. Users must book directly from the website. If this is a barrier, users may phone or stop in and ask Library staff to fill out the form for them.

No fee's, nor donations may be sought from meeting attendees, except by local non-profit, educational, social service, or cultural organizations without the specific permission of the Library Director. Exceptions include Library fundraising activities and any fees associated with participating in Library or City of Kaukauna sponsored functions.

The Library reserves the right to cancel meetings due to unforeseen circumstances, including but not limited to: weather, power outage, staffing levels, issues within the meeting space, and in conjunction with the Pandemic Policy. The Library will strive to make notice any cancelations as soon as possible.

All individuals using a meeting room must follow the Library Appropriate Use Policy. Violations to that policy during a booking may result in use of the room being terminated immediately, even in the middle of use.

No fee will be made by the Library for use of the meeting rooms, with the exception of any damage to property, loss of property, or cleaning fees.

The Library reserves the right to take photographs of events for its own records and for future promotional materials. Please see Kaukauna Public Library Photography and Film Policy for further details.

Use of the Library meeting rooms does not imply endorsement by the City of Kaukauna, Kaukauna Public Library, or the Kaukauna Public Library Board of Trustees of the viewpoints presented.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Failure to follow this policy and use guidelines may result in immediate termination of meeting space use, the cancelation of future bookings, or even a permanent ban on use of space pending the depth of the policy violation, at the discretion of the Library Director.

Use Guidelines

Users may book meeting rooms one week prior to use. Three times a year there is a hold on bookings while the Library determines seasonal library programming needs. Requests for use during that time are chronologically listed by date for preference.

An authorized member of the group requesting use of the room will be required to sign or electronically submit a Meeting Room Request Form, providing information regarding use of room and request room set-up. By signing and submitting the form, or booking a room over the phone, the authorized user agrees that they have read and understood the Meeting Room Policy and Use Guidelines. Authorized users assume financial responsibility for any and all damages caused to the building or equipment beyond normal wear and tear. They also assume financial responsibility for any cleaning fees assessed as a result of using the room. Failure to abide by this policy may result in a forfeiture of the right to any future use of the room.

Meetings must be held during regular Library business hours. Exceptions include Library and City use, or under the discretion of the Library Director. Meetings must end at the time indicated when booking; failure to leave on time may also result in the forfeiture of future meeting room use. Meeting rooms must be vacated at least five minutes prior to closing unless prior approval is given by the Library Director.

Food or beverages (no alcohol) may be served, however authorized room users are responsible for cleaning up and reporting any spills or stains. If staff must provide more than reasonable cleanup, a minimum fee of \$25 will be assessed. The fee must be paid in full prior to any future reservations or room use by the user, group or organization.

Groups that will be engaging in craft activities or any messy projects must disclose this information prior to use so that tables can be properly covered. **Groups may not use library property stored in the room without prior written confirmation from the library for approval of use, including, but not limited to: storytime equipment found in the accessible, unlocked closet, storytime toys, programming Legos, craft supplies, and items within and on the kitchenette. Tables, chairs, and any specifically referenced audiovisual equipment does not need prior written consent.**

Doors to all meeting spaces must remain closed to contain noise unless individuals are entering or exiting. Failure to comply may result in the cancelation of future bookings. The double set of emergency exit doors in the conference room, which lead into the lobby of the building, must remain closed at all times. Any exceptions need written confirmation from the library for approval to be open during the booking time prior to use.

Room users must follow the Library Appropriate Use Policy and must leave the meeting room in reasonable condition.

Any special set-up and presentation equipment must be included in the meeting room request. Authorized users are financially and legally responsible for all requested library equipment in meeting rooms. An authorized member of the group must sign off on the borrowed equipment at the front desk of the library when they arrive and prior to room use. Users will be responsible for damage or replacement of the following items, including, but not limited to: laptops, HDMI cables, adaptor cables, audio cables, microphones, mice, clickers, projectors, screens, flag, and document cameras. Any payments necessary for loss or damages must be paid in full before the room can be booked by the user, group or organization.

The Library cannot provide operators for equipment. Those needing instruction must make a special appointment to learn how to use the software/equipment requested as staffing levels during all meeting times are not guaranteed.

The Library will allow tentative bookings; however, the library will only hold bookings for two weeks before the option will become open to other users, if a formal booking is not confirmed.

Meeting room users may not attempt to take down or move the Conference Room wall divider. Doing so will result in immediate forfeiture of use of the space and future bookings in the space. The wall divider can only be moved by trained staff and requires a special tool not available to room users.

The Library does not allow for presentations to conflict with copyright laws.

Any press releases, poster, or publicity which may list the event as at the Library may not state or imply Library sponsorship or endorsement without the express permission of the Library Director. The Library logo may not be used without permission of the Library Director. Advertising that lists the library must include a disclaimer stating that it is not a library sponsored event. Failure to follow this policy will result in the booking being canceled.

The Library will post public meetings booked at least a week in advance on the Library calendar. Any posters or directional signage for a booking must be approved by Library Staff prior to it being put up.

No signs, papers, or posters may be attached to the walls of any meeting room space.