WATERTOWN PUBLIC LIBRARY

Meeting Room Policy

Availability and permissible meetings

The Watertown Public Library offers rooms of various sizes and features for use by small to large groups. Meeting spaces are intended primarily for the use of the library's programs, library affiliate programs, City of Watertown programs, and library-sponsored activities.
When not required for their primary use, the rooms will be available for use by local businesses, community groups and individuals.
Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of the library's rooms does not constitute the Watertown Public Library's endorsement or advocacy of a meeting's content or an individual/group.
Library meeting room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

Terms of use

- Library programs will take precedence over any other group's regularly scheduled meeting.
- In the event that the Library closes for an emergency such as inclement weather, the Library reserves the right to cancel any reservation held at this time without any liability.
- All meetings not sponsored by the library must end at least 15 minutes before the library closes unless special considerations have been made for using the Community Room.
- Recurring reservations for up to three months will be accepted. However, groups with professional connections to the Library (i.e. Bridges Library System, Friends of the Watertown Public Library or the City of Watertown) may make reservations farther in advance.
- Rooms shall be returned to original condition after use.
- The library reserves the right to deny future use of the meeting room to individuals, groups, or organizations whose previous conduct has resulted in damage or disregard of the guidelines, regulations, conditions, or rules of conduct of this policy.

Fees

There are no fees for use of the library meeting rooms with the exception of the Community Room and the North Lobby Restrooms. **All reservations for the Community Room/Lobby Restrooms will require a $100 deposit, regardless of non-profit status. Hourly rental fees may be waived for non-profit, government, and educational organizations.**

The fees are as follows:

- $100 refundable cleaning deposit for Community Room and Lobby Restrooms
- Rental fee of $40 per hour for the Community Room
- Rental fee of $25 per hour for the North Lobby Restrooms

Deposits are due at the time a reservation is requested. If deposit payment is not received within 5 business days, the reservation request will be denied. The separate rental fee is due at least two business days prior to the date of the reservation.

The following are prohibited:

- Smoking, vaping
- Alcoholic beverages
- Use of candles or other flammable material
- Affixing anything to walls without approval of library management
- Disrupting other patrons
- Unattended children
- Exceeding stated occupancy limit of room
- Blocking fire exits in any way

Patron's responsibility / the Library is <u>NOT</u> responsible for:

- Set up of room, furnishings, and equipment.
- Operation of equipment. If instructions are needed, an appointment must be made with library staff before the meeting.
- Providing a person to direct group attendees to your meeting room
- Relaying messages (phone calls) to persons/groups using meeting rooms
- Clean up of room after meeting, and proper disposal of trash.
- Storage of materials before or after meeting

Food and/or beverages are allowed in the meeting rooms. Proper clean-up and disposal is required.

Procedure for requesting/reserving a room

- Room availability is on a first come-first serve basis.
- The person placing the reservation accepts liability for any damages that occur to the meeting room during the time of their reservation, together with their organization.
- All room reservations are placed online through our reservation system. https:// watertown.librarycalendar.com/reserve-room
- Contact the library directly for reservations occurring within the next 24 hours: 920-262-4090, ext 2321.
- For Scouting groups, contact the library directly for all reservations. A ratio of at least one adult for every 10 children is required. All children are to remain under the supervision of an adult at all times. The scout leader is responsible for the conduct of all children in the group and responsible for any damages that might occur.

Rooms available for self-reservation on website:

Meeting Rooms 1 and 2:

Maximum Occupancy: 6
The Library may limit Small Meeting Room usage to two hours per session, depending upon availability.

Conference Room:

Maximum Occupancy: 20
12 can seat comfortably around the table.
Tables cannot be moved.

Makerspace:

Maximum Occupancy: 10
Counter height chairs and tables designed for crafting

Community Room:

Seating configurations:
72 people in classroom-style
96 people in banquet set-up
140 in auditorium-style layout.

Other rooms:

First-come first-serve study rooms

The Program Room is exclusively for library and WFC use, and by advance reservation by scouting groups, but is not available for any private reservations.

North Lobby restrooms

Carnegie Room: Reservation required. Due to historical and archival materials displayed in this space, administrative permission is required for reservations.

Agreement by user

By placing a reservation, each person/organization agrees to the following:

- Follow all library policies and requirements stated in the above Meeting Room policy.
- Pay for all damage to any property of the Watertown Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
- Defend, indemnify and hold harmless the City of Watertown and the Watertown Public Library from and against any and all claims and causes of action for any injury to persons or property caused by the applicant organization or any person in connection with a meeting.
- Take responsibility for compliance with the accessibility to services provisions of the Americans with Disabilities Act.

It is understood that the City of Watertown and the Watertown Public Library assume no responsibility whatsoever for any property placed in the Library in connection with a meeting; and that the City of Watertown and the Watertown Public Library are hereby expressly released and discharged from and against any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

The Library Board reserves the right to modify these policies without notice.