

LAKE GENEVA PUBLIC LIBRARY

LAKE GENEVA PUBLIC LIBRARY: MEETING ROOM POLICY

The Lake Geneva Public Library encourages the use of its meeting and study rooms by the public when use does not interfere with the normal function of the Library and Library programs, and when the use conforms to the guidelines of this policy. Use of Library Meeting Rooms is subject to policies established by the Lake Geneva Public Library Board.

The Library has the following spaces available for the public:

- K.C. Meeting Room (max. 6 people), 55" Vibe smartboard in room
- Swanson Meeting Room (max 6 people), 55" Vibe smartboard with video camera in room
- Smith Meeting Room (max 117 people) - **no Library audiovisual equipment is provided for external meetings or presentations, but the screen in the room may be used. Outside organizations or presenters must provide their own projector and microphones and any other technology if needed.** The Library has free WiFi.

The K.C. and Swanson meeting rooms are available to the public free of charge during library hours. The Smith Meeting Room is available for rental at the following rates:

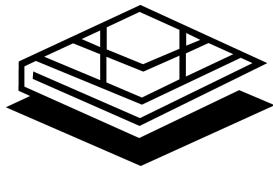
- \$100 for 3 hours or less
- No fee for municipal or county government meetings or nonprofit organizations

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part, "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."

Use of the Library Meeting Rooms does not constitute an endorsement of the views of the user of the room by the Library.

Guidelines and General Rules for all Library Meeting Rooms

- To use a meeting room, a person must agree to abide by this policy, as well as all other applicable laws, regulations, and policies.
- **To use the Smith Meeting Room, a meeting room request (see the end of this policy) must be submitted at least 2 weeks prior to the event date.**
- **Library programs are given scheduling preference in the Smith Meeting Room**



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The following are **prohibited** uses of Meeting Rooms:

- Use that involves the sale, advertising, solicitation (including the solicitation of donations and gifts), and/or promotion of products and services, with the exception of self-authored books and original music that is ancillary made available for sale by the author or creator.
- Personal and family meetings and parties.
- Use that requires a fee of any kind, including entrance fees or participation fees, except for Library fundraising or program activities and for fees associated with participating in City-sponsored functions.
- Use that involves illegal activity and/or activity that may pose a safety risk to persons or property, including any activity that may trigger a smoke alarm.
- Any other use that the Library reasonably believes will violate the purpose of this policy.
- Any purpose which, in the opinion of the Library Director and/or the Library Board, interferes with the normal use of the Library, or which represents a threat to the health or safety of Library customers.

Meeting Rooms must be left in an orderly condition after their use. Users agree to accept responsibility for all damage caused to the room and/or equipment in the room.

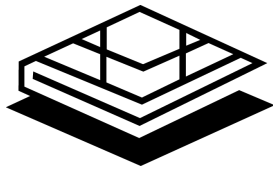
Groups using Meeting Rooms are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attending a meeting.

If Library staff or cleaning service must provide cleanup, cleaning costs may be charged to the individual who signed up for the use of the room. The total fee amount will depend on the actual cost of cleaning and/or repair. Any person or group using Library meeting rooms hereby agrees to indemnify and hold harmless the Lake Geneva Public Library from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Lake Geneva Public Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage, the matter may be referred to the City Attorney for legal action.

Any fee charged must be paid in full before the individual may reserve or use a meeting or study room again.

Temporarily or permanently attaching items to the walls of Meeting Rooms is prohibited.

Light refreshments may be served. No alcohol may be served.



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The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations.

Library staff must always have free access to meeting rooms and no entry or exit door may be locked or barred.

The Library reserves the right to take photographs or video recordings of events for institutional records and/or future promotional materials.

The Library does not advocate or endorse the viewpoints of meetings or meeting room users, and meeting room users must not publicize their event in any manner that implies that it is sponsored, co-sponsored, endorsed or approved by the Library unless permission to do so has been given in advance by the Library Director and/or Library Board. **All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state who is sponsoring the meeting and that the meeting is not sponsored by the Lake Geneva Public Library.**

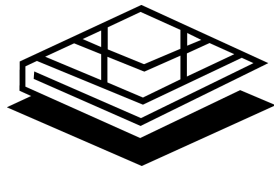
Meeting Room applicants may not use the name, address, or telephone number of the Lake Geneva Public Library as the address or headquarters of any group using the Library for meetings.

Any audiovisual presentation must comply with current copyright laws.

Each application for the Smith Meeting Room will be reviewed, and the contact person will receive confirmation by email. The K.C. and Swanson Rooms may be reserved on the Library's website, www.lglibrary.org. The K.C. and Swanson Rooms may be used by anyone at any time during Library open hours, but if a website-registered reservation is pending, any users without a booked reservation must vacate the room upon request.

Unforeseen circumstances may prevent use of a previously reserved room. The Library reserves the right to cancel a reservation in these situations. The Library Board shall not be responsible for damages that may be incurred for cancellations due to these unforeseen circumstances.

In the event a person or organization fails to comply with this policy, or any other applicable law, regulation or policy, they may be removed from the Library and may be denied the right to use the Library's meeting rooms in the future, in addition to any other applicable penalties and charges.



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Meetings held in Library meeting rooms must be held during regular Library hours, Monday through Saturday. The Smith Meeting Room is not available for public use on Sundays. **Meeting Rooms must be vacated 15 minutes before the Library closes.**

An authorized member of the group requesting the use of the Smith Meeting Room will be required to sign and electronically submit a "Community Room Request Form" which provides information regarding the program. The person submitting the form must attend the meeting.

To submit a reservation request for the Smith Meeting Room, please complete the online form here: <https://bit.ly/SMRrequest>

and sign and return this page to the Library.

I agree to be bound by the terms of this policy:

Applicant Signature

Printed Name

Date