



Meeting Room Policy

Availability and Use

The Carter Memorial Library has exclusive control of the library facility [WI Statute ch. 43.58(1)]. Use of the facilities for library meetings or programs shall have priority over all other requests. The primary function of library meeting rooms is to provide space for library programs. When the room is not scheduled for activities related to the library it will be made available for use by Omro area governmental units, certified non-profits (Federal 501c3), civic groups, and community service agencies. The Carter Memorial Library is not affiliated with any independent groups renting the meeting room. The room is available during open hours. Usage of the meeting room may be scheduled before or after open hours by special arrangement at the discretion of the director.

Events that are disruptive of normal library operations are not permitted. The library director has the authority to issue meeting room rules and to revoke permission for use of the rooms if policy and rules are not followed. The library reserves the right to enter meeting rooms as needed to ensure adherence to policy and rules. Violations of policy and rules may result in revocation or suspension of meeting room privileges.

- Private parties are not permitted in library meeting rooms.
- Events involving the sale, advertising, solicitation or promotion of commercial products or services are prohibited. Only library sponsored meetings or programs may involve sale of items, fundraising activities, or solicitation of donations.

Rates & Fee Structure

- Nonprofit entities may reserve the room free of charge.
- For-profit groups may reserve the meeting room at a rate of \$5 an hour.
- \$50.00 security deposit may be required for new renters.
- \$50.00 cleaning fee may be assessed if room is left in an unsatisfactory condition beyond ordinary wear and tear.
- \$50.00 charge for lost keys.
- Payment must be made before the event or at the time of key pick up.
- Cash, check, or card payment is accepted.

Reservations

Meeting room functions are scheduled by the library staff during library hours. The library can be reached at 920-685-7016. Persons or groups desiring to rent the meeting room will be asked to fill out the Alder Meeting Room Disclaimer which will be kept on file at the library until the day after the event. Reservations for library functions are granted priority. All other requests for reservations are granted on a first-come, first-serve basis. Individuals using the meeting room personally without a reservation may be relocated within the library to accommodate those with reservations.

- Meeting room reservations may be booked up to one year in advance.
- Renters must be 21 years of age and older. Any exceptions shall be reviewed by the Library Director.



Carter Memorial Library
OMRO

Keys

The key to the building may be obtained from library staff during open hours (Monday-Thursday 9:00-6:00 pm, Friday 9:00-5:00 pm, Saturday 9:00-12:00) and should be picked up by noon the day of the event. Keys should be left on the kitchenette counter when finished using the meeting room. A group using the meeting room on a regular basis may be issued a key. The key will be returned if the meeting room is not used for at least a one-month period. There will be a \$50.00 charge for lost keys.

Cancellations

- Cancellations shall be given at least 48 hours prior to the booked date.
- Cancellations due to inclement weather are exempt but library staff should be notified.

Cleaning

The meeting room must be cleaned after use. All tables, chairs, and other equipment must be returned to the proper storage areas, lights turned off, and the outside door locked. The renter is responsible for removing all trash from rented areas. The renter is responsible for any damage of property beyond ordinary wear and tear. Any renter leaving the facility in an unsatisfactory condition will be assessed a minimum \$50.00 fee.

Storage

Arrangements to store group or personal property in the meeting room may be granted on an individual basis and must be made with the Library Director. The library is not responsible for damage to or missing items of the property stored, or any items left on the premises following termination of the rental agreement.

Rules For Use

- The renter agrees that this agreement is made for the purposes of the renter only. Responsibility cannot be assigned to anyone other than the person that signs this agreement.
- Conclusion of events shall be 11:00 pm for all events held in the meeting room.
- Minors are not allowed in the room at any time without sufficient adult supervision.
- Individuals and groups using a meeting room must follow the Library's Code of Conduct Policy.
- Groups are responsible for compliance with the Americans with Disabilities Act provisions.
- Groups are responsible for ensuring that attendance does not exceed occupancy limits.
- Individuals and groups using a meeting room are responsible for set-up and for tidying the room prior to leaving. If staff must provide cleaning services, a \$50 fee will be charged.
- Hanging, tacking, and posting items on meeting room walls is not permitted.
- Reserved rooms will be held for 15 minutes beyond the scheduled start time. After 15 minutes, the reservation will be cancelled and the room will be available for use by other individuals and groups.
- Food and drink are prohibited, except in specifically approved library functions or library sponsored events.
- Alcohol use is prohibited, except in specifically approved library functions or library sponsored events.
- No smoking, illegal gambling, or any other illegal activities are allowed in the library building or on the grounds.
- It is understood the renter will be responsible for all damages. If damages occur, renter will compensate within 10 days of the receipt of damage.



Room Capacity & Setup Information

- Dimensions: 30' x 24'
- Occupancy 46 people "auditorium" style / 24 people "conference" style
- 5 Long tables, 1 corner table
- 25 Chairs
- Sink in adjoining kitchenette

Disclaimer

The users assume complete and total responsibility and liability for any and all occurrences or accidents and agree to hold harmless the Carter Memorial Library and Carter Memorial Board of Trustees. The Carter Memorial Library provides meeting rooms as a community service and the use of a Library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. In any public announcement, the user may not use the Library's name in such a way that it may be inferred that the Library is the host or sponsor of the scheduled meeting.



Alder Meeting Room Disclaimer

I hereby acknowledge I have read the Omro Public Library Meeting Room Policy and agree to abide by the same.

I understand I am responsible for:

- Setting up and removing meeting-related materials and restoring the room to the order in which it was found
- Any loss, damage, or destruction of Carter Memorial Library property that occurs during or as a result of my meeting

I release Carter Memorial Library from responsibility for loss, damage, or destruction while I am using the Alder Meeting Room in the library.

The Carter Memorial Library provides meeting rooms as a community service and the use of a library meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Library. In any public announcement, the user may not use the Library's name in such a way that it may be inferred that the Library is the host or sponsor of the scheduled meeting.

Description of organization/group:

Number estimated to attend: _____

Date and Time of meeting(s): _____

Print Name

Phone

Email

Cell Phone

Address

Signature

Date



Carter Memorial Library
OMRO
Library Conduct Policy

This policy on public conduct has been created by the Carter Memorial Library Board of Trustees and its designated representatives in an effort to ensure a safe, orderly and comfortable environment in which all library patrons can use the library's resources most effectively.

The following rules are posted for the comfort and protection of all library users and staff. Violations of the rules may result in loss of library privileges. "The library board may exclude from use of the public library all persons who willfully violate such regulation." (Wisconsin Statutes, Chapter 43.52 (2)) In addition violators may face legal action. Including possible charges of violation of municipal or state ordinances.

The following conduct, behavior and acts are prohibited in the building:

- Misrepresenting identity and/or eligibility for services
- Eating food and drinking beverages in prohibited areas
- Smoking or tobacco use including the use of electronic cigarettes
- Possessing or using alcoholic beverages, drugs or other regulated or illegal substances
- Possessing, carrying or using guns, knives or other weapons
- Loitering or interfering with free passage
- Panhandling, soliciting, interviewing, canvassing or surveying
- Behaving in a disorderly, abusive, boisterous or loud manner
- Harassing, fighting, bullying, threatening, physically harming, or interfering with staff or customers
- Sleeping or napping
- Remaining in the library after its regular closing time
- Using cell phones, audio or personal equipment in a way that disturbs others or interferes with library service
- Violating computer use and equipment policies
- Damaging, defacing, destroying, or stealing library property or equipment
- Using library restroom facilities for inappropriate purposes such as loitering, changing clothes, graffiti, bathing etc.
- Failing to wear a shirt or shoes
- Bringing excessive items and/or failing to keep personal belongings to one self

For our patron's health and community's safety the activities listed are prohibited.

Approved by the Carter Memorial Library Board February 24, 2014