

# Use of Library Meeting Rooms Policy

Fond du Lac Public Library

Board approved: May 16, 2024  
Previous policy dated: October 21, 2021

## **FDLPL Meeting Rooms Policy:**

To make library meeting facilities available to the widest group of users, the Fond du Lac Public Library reserves the right to refuse reservations to groups that have used a meeting room six times or more in the previous 12 months. Fees are charged to compensate for staff time for setup and cleanup.

## **Room fees (McLane and Community Meeting Rooms):**

- A fee of \$10 will be charged for nonprofit groups and community organizations conducting meetings where no fee is charged for attending, no donation, or free-will offerings are requested and nothing is sold. If there is a question regarding the nonprofit status of a group, the library reserves the right to request proof of federal nonprofit, 501(c)3, status.
- A fee of \$50 will be charged for private parties (showers, graduations, etc.) or a for-profit enterprise as well as any meeting by any group where a fee is charged for attending, free-will offering, or donation is requested or a solicitation or sale is made. An additional \$50 will be charged for meetings over 4 hours.
- The fee is \$80 an hour (\$160, 2-hour minimum) for meeting-room reservations before or after normal library operating hours. These reservations are approved on a case-by-case basis at least one week in advance. Call (920) 322-3923.
- Meetings held for commercial purposes are allowed only in the McLane Meeting Room, which requires advance reservation. A commercial purpose is defined as selling, promoting, or advertising a product; providing personal services for a cost; or any other activity engaging in or relating to commerce. (See also: Appropriate Behavior & Expectations Policy)

NOTE: No reservations will be confirmed until all fees have been paid.

## **For all meeting rooms:**

- NO ALCOHOL may be served at any time. A small kitchen area (with sink, refrigerator, and microwave) is available with the McLane for preparation of refreshments. Groups can bring in their own refreshments and are required to clean up after their event.
- Groups may be charged a \$50 fee if additional cleaning is needed.
- We are unable to accept reservations for meetings on days that the library will not be open to the public.
- All meetings must end 10 minutes before the library is closed, and the room must be vacated by closing time unless prior arrangements have been made.
- The group or individual making a reservation may be held responsible for the actions of those attending a meeting. They will also be held responsible for any damage to library facilities, furnishings, or equipment.
- Those using the meeting rooms are expected to conform to all regulations governing the use of the library. Persons or groups violating any part of these regulations may be denied further use of the meeting facilities.

- The library reserves the right to cancel or reschedule any meeting in order to make space available for library functions. In instances where such cancellations occur, the library will make every attempt to find an alternate meeting time.
- A meeting held at the library does not constitute an endorsement of the ideas or information expressed at the meeting. No group using the meeting rooms should attempt to infer an endorsement by the library in their advertising or use the library's contact information as the group's contact information. Reservations may be cancelled in advance of any meeting where this regulation is violated. Non-library sponsored or private events will be identified as such on the library calendar.
- In order to reserve a meeting room, the requesting individual, member, or group must be in good standing with the library. To be in good standing a requesting individual or group may not have a blocked library account and a group may not be blocked for prior infractions of meeting room policies.
- Signage is prohibited in all areas of the Library.
- The "Shared Office Space" is available for any group to reserve for interviews, depositions, small group meetings, etc.
- The Library has a small number of study rooms intended for individuals and/or tutoring use. Study rooms are available on a first come, first served basis and cannot be reserved by individuals or small groups other than the Fond du Lac Literacy Service. The Library reserves the right to limit the number of individuals occupying a single room at any time.