

Use of Library Meeting Rooms Policy

Fond du Lac Public Library

Board approved: July 17, 2025
Previous policy dated: May 16, 2024

Purpose:

Meeting rooms are primarily intended by the library for library programs. When not in use for a library event, FDL Literacy Services program, or the Friends of the Library meeting, the library welcomes use of the Eugene McLane Meeting Room, the Community Room, the Seefeld Room, and the Shared Office Space (S.O.S.) by persons or organizations for informational, educational, recreational, cultural, or civic meetings.

Disclaimer:

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 imply 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 events must state this disclaimer in all publicity materials: "This event is not sponsored by the Fond du Lac Public Library."

Reservations

- a. We are unable to accept reservations for meetings on days that the library will not be open to the public or for meetings that extend beyond the hours that library staff are not already in the building.
- b. The library should be notified as soon as possible if it is necessary to cancel a reservation.
- c. All meetings must end 10 minutes before the library is closed, and the room must be vacated by closing time.
- d. Reservations for each meeting room should be made at least 24 hours in advance. Walk-in use of the Shared Office Space (S.O.S.) and the Seefeld Room is permissible, as long as it does not interfere with previously scheduled reservations.
- e. Meeting rooms may be reserved up to three (3) months in advance.
- f. 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.
- g. To make library meeting facilities available to the widest group of users, the Fond du Lac Public Library reserves the right to refuse reservations whose recurring use of the room monopolizes that space and interferes with the ability of other groups to meet.
- h. 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.

Room Use Guidelines

- a. 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.
- b. Users are expected to clean up after themselves and leave spaces free of refuse or debris. Any group may be charged a minimum of \$50 if additional cleaning or repairs are needed.
- c. The library is an alcohol, tobacco, and drug-free campus.
- d. 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.
- e. Signage is prohibited in all areas of the library.
- f. The library does not provide storage space.
- g. Users are encouraged to bring their own office supplies. Magnetic white boards, laptops, and other meeting equipment may be used as needed.
- h. Activities which prove disruptive to library operations are prohibited and shall immediately cease upon request from library staff.
- i. 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.

Additional Guidelines for the Eugene McLane Meeting Room

- a. A fee of \$10 will be charged for nonprofit, informal 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.
- b. A fee of \$50 will be charged for social gatherings (showers, birthdays, graduations, etc.), for commercial purposes, or any for-profit enterprise. A \$50 fee will also be charged for any group that is collecting a fee, free-will offering, donation, solicitation, or sale is made. An additional \$50 will be charged for meetings over 4 hours.
- c. Private parties and meetings held for commercial purposes are allowed only in the McLane Meeting Room. 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)
- d. A small kitchen area (with sink, refrigerator, and microwave) is available in the McLane Room for preparation of refreshments. Groups can bring in their own refreshments and are required to clean up after their event.
- e. Access to the room will not be allowed until all fees have been paid.

The library has a small number of study rooms intended for individuals and/or tutoring use. See [The Study Room Policy](#) for more information.