

A. Meeting room use guidelines

1. General Policy:
 - a. The Wisconsin State Statute 43.58 states: "The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes."
 - b. The following conditions apply to reserving meeting rooms at the Kaukauna Public Library:
 - c. Meeting Rooms are available to individuals, groups, clubs, and organizations free of charge provided they are of an educational, or informational nature.
 - d. The library reserves priority use of the library meeting rooms for all library programs and events.
2. Meeting rooms are available on a first come first served basis to:
 - a. Non-for-profit groups, organizations, clubs, and individuals.
 - b. Tenants of the Grand KaKalin complex with approval of Library Administration.
3. Soliciting of business or selling of any products is prohibited with the exception of books by authors presenting programs at the Library.
4. Meetings rooms are available to all regardless of political, religious, or cultural ideology.
5. Meeting held at the Library must adhere to an "open door" policy, meaning the meeting must be open to everyone.
6. Groups or individuals using the Library Meeting Rooms must agree to and sign a contract describing conditions of room use.
7. Use of the Library meeting rooms shall not be used for:
 - a. Parties, showers, weddings, etc.
 - b. Religious services
 - c. Events that solicit business services
 - d. Meeting that are closed to the public
8. Library Administration reserves the right to refuse groups on the basis of public propriety or public safety.
9. Hosting of a meeting at the Library does not constitute endorsement by the Library of the positions or views presented by the meeting sponsor.
10. Meeting rooms may be booked up to one week prior to use and six months in advance.
11. An authorized member of the group requesting the use of the meeting room will be required to sign or electronically submit a Meeting Room Request Form providing information regarding the meeting room use and requested room set-up.

12. By signing and submitting the form, the applicant agrees that they have read and understand the meeting room use guidelines and accept financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
13. Failure to abide by these regulations may result in a forfeiture of the right to any future use of the room.
14. Meetings must be held during regular Library hours Monday through Saturday.
15. Meetings should end on time so that they may be prepared for other meetings. The meeting room must be vacated 10 minutes prior to closing unless prior approval is given.
16. Food or beverages may be served only after approval by Library Administration.
 - a. No alcoholic beverages may be brought in to the Library or used in any meeting room.
 - b. The group using the room is responsible for cleaning up and reporting spills and stains.
 - c. If cleaning staff provides more than reasonable cleanup, the person(s) using the room will be charged a fee of \$25 up to the total cost of the cleanup.
 - d. This fee must be paid in full before the individual or group may reserve or use a meeting room again.
17. Users must leave the meeting room in a reasonable condition.
18. General courtesy and safety are required. Individuals responsible for the meeting should be sure all attendees know where fire exits are located.
19. Any special set-up and presentation equipment needs must be included in the reservation request.
20. The Library cannot provide operators for equipment. Groups needing instruction should seek instruction ahead of time.
21. The Library does not allow presentations to conflict with copyright laws.
22. Any press releases, posters or publicity may state that events are being held in the Library, but may not state or imply Library sponsorship or endorsement without express permission.
23. No signs, working papers or posters may be attached to the walls of the meeting room.
24. The Library will post notice of all public meetings booked at least a week in advance. Library staff may post directional signs in the event of simultaneous meetings. Any signs or posters placed anywhere in the building must be approved by Library staff.
25. Meeting room users may not attempt to take down or move meeting room wall dividers.