

MEETING AND STUDY ROOM POLICY

I. PURPOSE

Appleton Public Library (“Library”) encourages the use of its meeting and study rooms by the public when the use does not interfere with the normal function of the Library and when the use conforms to the guidelines of this policy. Meeting and study rooms are available to the public free of charge regardless of the beliefs or affiliations of the individual or group requesting the use.

II. POLICY

1. Guidelines and General Rules.

- a. To use a meeting or study room, a person must sign up in advance of the use of the room and must agree to abide by this policy, as well as all other applicable laws, regulations and policies.
- b. Preference for meeting and study room reservations is given to library sponsored and co-sponsored programs first. Secondary preference is given to the City of Appleton (“City”), other government agencies and local non-profit/community groups.
- c. The following are prohibited uses of meeting and study rooms:
 - i. 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.
 - ii. Personal, company and family meetings and parties.
 - iii. Use that requires a fee of any kind, including entrance fees or participation fees, with the exception of library fundraising activities and for fees associated with participating in City sponsored functions.
 - iv. Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
 - v. Use that involves illegal activity and/or activity that may pose a safety risk to persons or property, including any activity that involves combustible materials or any other device or object that may trigger a smoke alarm.
 - vi. Any other use that the Library reasonably believes will violate the purpose of this policy.
- d. Meeting and study rooms must be left in an orderly condition after their use and users agree to accept responsibility for any and all damage caused to the room and/or equipment in the room.

- i. If library staff must provide more than reasonable cleanup, a minimum fee of \$25 will be charged to the individual who signed up for the use of the room pursuant to paragraph 1.a above. The total fee amount will depend on the actual cost of cleaning and/or repair.
- ii. Any fee charged must be paid in full before the individual may reserve or use a meeting or study room again.
- e. Temporarily or permanently attaching items to the walls of the meeting or study rooms is prohibited.
- f. Directional signs may be posted on the first floor using a library provided stand. Reasonable amounts of signs may be used in the basement. All signs must comply with library policies.
- g. Light refreshments may be served. No alcohol may be served.
- h. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library regulations.
- i. Library staff must have free access to meeting rooms at all times and no entry or exit door may be locked or barred.
- j. The Library reserves the right to take photographs of events for its own records and for future promotional materials. Before taking a photograph of a person that may be used for marketing or non-internal library use, the Library will first obtain written consent.
- k. 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.
- l. In the event a person fails to comply with this policy, or any other applicable law, regulation or policy, he or she may be removed from the Library and denied the right to use the Library's meeting and study rooms in the future, in addition to any other applicable penalties and charges.

2. Meeting Room Rules.

- a. The meeting rooms in the lower level of the Library are available for use by groups for the presentation of informational, educational or recreational meetings and programs.
- b. Meetings held in meeting rooms must be open to the public and must be held during regular library hours
- c. Meeting rooms are intended for larger groups, and therefore a minimum attendance requirement may be imposed. Meeting rooms are not intended for one-on-one discussions, study or tutoring (see study room information below).
- d. No single group may have more than three (3) meetings reserved in advance in a six (6) month period. Exceptions are library sponsored and co-sponsored activities, or library system sponsored programs, and events offered by the City.
- e. Meeting rooms may be reserved at least one week and up to six months in advance through the

online meeting room booking system or by calling the library administration.

- f. 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" which provides information regarding the program and the requested room set up.
- g. Anyone using the Community Piano must comply with the Piano Policy.
- h. The Library may require proof that any public audiovisual presentation is not in conflict with copyright laws.
- i. The Library may schedule non-library programs in the children's program rooms when lower level meeting rooms are not available so long as the meeting complies with the Library Children's Room Appropriate Use Policy.

3. Study Room Rules.

- a. The Library provides study rooms for individuals and small groups to meet and work quietly. These rooms are reserved through the Reference Desk.
 - i. Individuals and small groups may request a study room when they are available on a first-come, first-served basis.
 - ii. Tutors may reserve a study room up to one (1) month in advance by calling the Reference Desk.
 - iii. Individuals may reserve a room the day of in person or by calling the Reference Desk.
- b. Rooms may be reserved for up to two (2) hours. Extensions may be granted if no one is waiting to use the room.
- c. Study rooms may be booked in coordination with library administration following the meeting room reservation process for the following circumstances:
 - i. Groups not meeting minimum size requirement for a meeting room may use a study room, which may be booked in advance with the approval of library administration.
 - ii. Employers and employment agencies may use study rooms for open job interviews with the approval of library administration.
 - iii. Individuals and groups providing people free social services information may use study rooms with the approval of the library administration.
 - iv. Individuals may request a specific room, however rooms will be assigned by library staff based on the size of group, room availability and needs of the user.

4. Lab Rules

- a. The library provides the Lab specifically for use by library staff and community partners.

- i. The Lab must be reserved by library staff either for library programs or for community partners. Community partners, meeting room users and the public cannot reserve the Lab directly.
- ii. A group of laptops is available for reservation in conjunction with the Lab. This should be booked at the same time as the room.

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