SPACE USE POLICY

I. INTENDED PURPOSE OF SHARING OF SPACE

In the spirit of community partnerships, the Appleton Public Library ("Library") encourages the use of designated spaces, including meeting, study and conference rooms by the public to support educational, cultural, informational, and civic activities. The Library is committed to providing free and equitable access to these spaces, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

The Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights by the American Library Association. Use of Library space by individuals or groups does not imply Library endorsement of the content or viewpoints expressed.

II. POLICY

Usage of meeting, study, and conference rooms should not interfere with the normal functions of the Library. All users must adhere to Library policies. Non-compliance may result in removal and suspension of future room use privileges. The Library reserves the right to monitor activities conducted in its spaces to ensure compliance with laws and Library policies.

Priority is given to programs hosted by the Appleton Public Library/City of Appleton.

Requirements:

Different spaces have different attendance requirements and capacities. The Library's reservation request system will provide this information. Specific room requests may be accommodated based on suitability and scheduling needs; however, the Library reserves the right to reassign spaces.

Prohibited Uses:

- Activities intended solely for commercial profit.
- Personal parties such as birthdays, weddings, anniversaries, etc.

- Reservations solely for practices or rehearsals. Performance reservations may include brief rehearsal time before the start of a performance when feasible (subject to availability).
- Activities requiring a fee except for as described in Section V. Private Rental of Mary Beth Nienhaus Community Meeting Room or Library fundraising or City-sponsored events.
- Illegal activities, safety risks, or use of combustible materials.
- Temporarily or permanently attaching items to the walls.

Additional Guidelines:

- **Refreshments:** Allowed, but alcohol is prohibited unless part of Library fundraising events outside operating hours.
- **Cleanup:** Rooms must be left in an orderly condition. A $25 minimum fee may be charged for excessive cleaning. All damage will be the responsibility of the individual reserving the space.
- **Library Access:** Staff must always have access to meeting rooms, and doors may not be locked or barred.
- **Photography:** The Library may utilize photos and videos from public programs and events at the Library and at off-site Library sponsored events on its website, social media and in Library publications. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without the written approval from the photographed individual, parent or legal guardian.

  Participants may request in writing that their image not be used by the Library.

III. FREE PUBLIC USE OF MARY BETH NIENHAUS COMMUNITY MEETING ROOM(S)

The Mary Beth Nienhaus Community Meeting Room (“Community Meeting Room”) is a large space that can be divided into three (3) separate meeting spaces. These spaces are intended for larger groups and are available at no charge for non-commercial purposes by groups and individuals for educational, cultural, informational, or governmental/civic activities. Free use must be open to the public and free of charge.

Acceptable uses include public lectures, panel discussions, workshops, and other community-focused events. Private meetings, staff retreats, staff trainings, programs that are designed for or limited in practical application to a specific audience, and other closed gatherings require a paid rental.

Use of this space includes use of the Community First Credit Union Welcome Hall. These meetings must occur during regular Library hours. Access outside of operating hours requires a rental fee and is subject to staff availability and capacity.

Guidelines and General Rules:

- **Reservations:** Groups must reserve the Community Meeting Room in advance using the Library's online booking system or by contacting Library administration. No single group or individual may have more than four (4) bookings within six months.
- **Room Setup:** The Library provides a basic room setup based on a selection of standardized options. The group is responsible for customizing the furniture arrangement and ensuring they are properly trained on AV equipment.
- **Hearing Loop:** This room has a hearing loop installed beneath the carpet. Cutting or using sharp tools on the carpet is not allowed. Any damage to the hearing loop will be the responsibility of the person who reserved the space.

IV. PRIVATE RENTAL OF THE MARY BETH NIENHAUS COMMUNITY MEETING ROOM

The Library offers the Mary Beth Nienhaus Community Meeting Room, including the Community First Credit Union Welcome Hall for private rental by individuals/organizations, nonprofits, for-profit organizations, and government entities intended for closed, private meetings. Events, meetings, or retreats that are not open to the public will be subject to rental fees.

- Reservations may be requested via the Library's online booking system or by contacting Administration (920-832-6170).
- Renter must complete a Meeting Room Rental Agreement and submit payment per the Event Rental Fee Schedule.
- Prohibited Uses (page 1) still apply.
- The Library reserves the right to decline events if staffing or other resources are unavailable.
- This room has a hearing loop installed beneath the carpet. Cutting or using sharp tools on the carpet is not allowed. Any damage to the hearing loop will be the responsibility of the person who reserved the space.

V. USE OF STUDY AND CONFERENCE ROOMS

The Library offers eleven (11) study and conference rooms of varying size and configuration designed for use by individuals and small groups.

Permissible uses include quiet study, tutoring, small group work, meetings, and employers conducting interviews.

Guidelines and General Rules:

- **Reservations:** Rooms are available on a first-come, first served basis and may be reserved though the Library's online booking system or in-person.
    - Study rooms may be reserved for up to two (2) hours, with extensions granted if no one is waiting.
    - Conference Rooms may be reserved for up to four (4) hours, with extensions granted if no one is waiting.
- **Hearing Loop:** The Cornerstone Conference Room has a hearing loop installed beneath the carpet. Cutting or using sharp tools on the carpet is not allowed. Any damage to the hearing loop will be the responsibility of the person who reserved the space.

VI. MICROSOFT CREATION STUDIOS

The Library offers two (2) Microsoft Creation Studios (“Creation Studios”). A Creation Studio is a specialized space designed for work on projects that require enhanced technology and resources beyond traditional study rooms. Equipped with tools such as audio-visual editing software, or other creative technologies, the Creation Studio supports activities like digital content creation, design work, and multimedia production. It offers a collaborative yet quiet environment for innovation and learning.

- **Reservations:** Rooms may be reserved for up to two (2) hours, with extensions granted if no one is waiting.

VII. LIBRARY STAFF ONLY PROGRAMMED SPACES

Some Library spaces are exclusively reserved for staff programming. These spaces include the Vira Stoner Flex Box, Ramona Litscher Van Asten Commons*, US Venture Coworking Space*, Boldt Learning Stairs, the Story Room, Sommers-Molitor Discovery Room, and the Children’s Garden. These spaces may occasionally be made available for unstructured access or public programs at the discretion of Library staff. Scheduling

and use of these spaces are managed exclusively by Library staff, and they are not available for public reservation. *See Ramona Litscher Van Asten Commons and US Venture Coworking Space policies for more information.

Transparency: ChatGPT 4o, an AI language tool, was used in this policy update to ensure clarity, consistency, and user-friendliness for the 12/24 revision. The final content was reviewed and approved by Library staff.

Formerly Meeting and Study Room Policy. Approved: 12/98. Amended: 11/01; 09/09; 2/13; 10/15; 12/16; 3/17, 12/18, 8/19; 12/24; 3/25; 7/25; 7/2026