

8-17-2017	POL	K-1
MTG ROOM AND STUDY ROOM USE		

MEETING ROOM AND STUDY ROOM USE

The Brown County Library is a not-for-profit, tax-supported institution. The library spaces are designed primarily for use in library-related activities. When they are not needed for programs sponsored by the library, they will be available for use by other groups, subject to policies established by the Library Board.

Groups shall not use the fact of the meeting's location at the library as an endorsement of their activity, view, product or services by the library, its staff, its governing board, or Brown County.

Publicity generated by a group or organization for a meeting, program, or event on library Premises may recite the library name, address and appropriate room designation. Publicity may not identify or imply the library as a sponsor. The library phone number shall not be used as a contact number, nor shall groups use the library as a mailing address.

HOURS:

Meetings may be scheduled during the library's open hours.

All meetings, including preparation and clean up, cannot begin prior to normal opening time and must conclude 15 minutes before closing of the library, unless prior approval is attained. Meetings approved to begin prior to the opening of the library or concluding after the library closes may be asked to pay a Security Guard charge of \$20.00 per hour.

USES AND PRIORITIES AMONG USERS:

Premises may be used for programs sponsored by governmental agencies, non-profit educational and cultural organizations, community service agencies, and for-profit entities. Priority will be given to library-sponsored programs, followed by county agencies; city and state agencies; non-profit, civic and community organizations; and for-profit entities.

In cases where a library or library-sponsored use conflicts with an earlier booking, the non-library booking may be cancelled or rescheduled. The library will make every effort to avoid these conflicts, however, time-sensitive opportunities may present themselves and the library is obligated to pursue them to fulfill its main mission.

Library premises may *not* be used for:

1. Any purpose which, in the opinion of Library Administration or managerial staff, may unreasonably interfere with the normal operation of the library.
2. A return engagement by any group that has abused the facilities or rules in its earlier use.
3. Meetings and/or performances that could be reasonably construed as obscene.
4. Meetings or programs that would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk are prohibited. The library retains the right to stop meetings or programs that were approved but are disruptive in the same manner. Individuals attending meetings or programs must comply with all library policies and shall immediately cease actions deemed in violation of these policies upon request.

5. Meetings or discussions that intend or have potential to incite an immediate breach of the peace.
6. Meetings or discussions that encourage or promote violence against or physical injury to individuals or groups of individuals.
7. An individual, group, or organization that intends to engage in criminal behavior.

FREQUENCY OF MEETINGS

It is Library Board policy to encourage the widest possible use of library space by community groups as long as this use does not interfere with normal functions and regular programs of the library.

An organization or group not affiliated with the library or Brown County may reserve a meeting room no more frequently than 20 times in a calendar year, with the exception of meetings of Brown County governmental units and Library affiliated groups. Limits on the use of meeting rooms are established to provide as much access to the meeting facilities as possible to as broad a range of organizations and groups as possible. Limited exceptions may be made on a case by case basis and will be referred to the Executive Director, or in his/her absence, the Library Administration Management Team, for consideration.

APPLICATION AND SCHEDULING:

Reservation of meeting rooms is on a first-come, first-served basis, subject to the priority criteria set forth in this policy.

Reservations for the use of library space by non-library groups must be made using the online request form available through the library's website or by calling the library. Requests may be made up to 60 days in advance. Use of the online form implies agreement to the terms indicated in this policy.

The Responsible Party must be at least 18 years of age to reserve a meeting room. Children and young adults are encouraged to use the meeting rooms but only with the supervision of one or more adults at least 18 years of age.

Groups and organizations may not schedule several alternative meeting times. The time and date of each meeting must be firm when a room is booked.

Groups that reserve space but do not occupy it are subject to loss of meeting room privileges unless they cancel prior to the scheduled reservation.

In the event of severe weather, the library retains the right to cancel or limit the time a group or organization has reserved for meeting room use. If possible, the library will attempt to contact the Responsible Party in advance of severe weather cancellations.

Upon receipt of a properly executed reservation, the meeting will be reviewed and confirmed if the meeting purpose falls clearly within the approved policies. If approved, an email confirmation will be sent.

If there is a request for use that the policies do not clearly cover, the application will be referred to the Executive Director or in his/her absence the Library Administration

Management Team, who will either approve or disapprove. In cases where a booking is denied, a request for appeal to the Library Board may be made. If an appeal request is made, it must be made in writing to the Executive Director. Discussion of the appeal will be scheduled on the agenda for the first regularly scheduled Library Board of Trustees meeting that is held at least ten (10) calendar days after the Executive Director receives the written notice of appeal. The Library Board decision will be final.

If the applicant is not satisfied with the decision of the Library Board, he/she/it may seek a judicial determination as to the validity of the ruling. Brown County's legal staff shall be prepared to respond to the Court within five days of the applicant's filing of the request for a judicial determination.

No decorations, wall hangings, presentation materials, or any other items may be taped, stapled, glued, or in any way fastened to walls, ceilings or fixtures. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the Responsible Party.

Except in emergencies, the library staff will not accept calls or relay messages to people attending meetings.

Groups, individuals, or organizations that break this policy may be subject to loss of meeting room privileges.

DESCRIPTION OF SPACE:

CENTRAL LIBRARY, Downtown Green Bay (920) 448-5807 or 448-5809:

Meeting Rooms:

AUDITORIUM - Lower level, seats 291 theater style. Available for music, theater, and dance performances; hearings lectures, classes, and panel discussions; film and slide presentations, or other similar uses. Audio/visual equipment available with a hearing loop.

MEETING ROOMS - Lower level, seats 75 auditorium-style. Room divider can create two rooms, each seating a maximum of 40, auditorium-style. Other room setup configurations are possible upon request. Audio/visual equipment available with a hearing loop.

FOYER - Lower level, outside of Auditorium and Meeting Rooms, seats 60 auditorium-style. Other room setup configurations are possible upon request. May be used for registration and distribution of materials for conferences. Exhibits approved by the Executive Director or in his/her absence, the Administration Management Team may be displayed.

OPEN SPACE – Lower level, combination of the Foyer and Meeting Rooms, seats 130 auditorium-style. Other room setup configurations are possible upon request. Best used for large gatherings, banquets, networking events, gathering space before/intermission of an Auditorium use, etc.

BOARD ROOM - Second floor, located near the public elevators, seating for 25 at maximum capacity with central table for 10. Uses include study; tutoring; small/large group work; distance learning; business, planning, or legal meetings; book or writing clubs; gaming; or essentially most anything intellectual. Audio visual equipment are provided.

Study Rooms:

THINK TANK A & B – First floor, each seats up to 5 with table. Uses include study; tutoring; small group work; distance learning; business, planning, or legal meetings; or essentially most anything intellectual in a small room.

THINK TANK C – Second floor, seats up to 12. Uses include study; tutoring; small/large group work; distance learning; business, planning, or legal meetings; book or writing clubs; gaming; or essentially most anything intellectual. Access to a Sharp Aquos board as audio/visual and whiteboards are provided.

KRESS FAMILY BRANCH LIBRARY, De Pere (920) 448-4407:

Meeting Rooms:

MEETING ROOMS - Lower level, seats 120 auditorium-style. Room divider can create two rooms, each seating a maximum of 60, auditorium-style. Other room setup configurations are possible upon request. Audio/visual equipment available. Access to a sink and counter preparation area may be available.

Study Rooms:

THINK TANKS - Each seats up to 5 with table. Uses include study; tutoring; small group work; distance learning; business, planning, or legal meetings; or essentially most anything intellectual in a small room.

WEYERS-HILLIARD BRANCH LIBRARY, Howard (920) 448-4405:

Meeting Rooms:

MEETING ROOMS - Seats 100 auditorium-style. Room divider can create two rooms, each seating a maximum of 50, auditorium-style. Other room setup configurations are possible upon request. Audio/visual equipment available. Access to a sink and counter preparation area may be available.

Study Rooms:

THINK TANKS - Each seats 4 to 5 with table. Uses include study; tutoring; small group work; distance learning; business, planning, or legal meetings; or essentially most anything intellectual in a small room.

SOUTHWEST BRANCH LIBRARY, Green Bay (920) 492-4910:

Meeting Rooms:

MEETING ROOMS - Seats 40 auditorium-style. Other room setup configurations are possible upon request. Audio/visual equipment available.

Study Rooms:

THINK TANKS - Each seats 4 to 5 with table. Uses include study; tutoring; small group work; distance learning; business, planning, or legal meetings; or essentially most anything intellectual in a small room.

OTHER BRANCHES

Meeting Rooms:

Ashwaubenon	492-4913	Maximum capacity 60 people
East Green Bay	391-4600	Maximum capacity 30 people
Pulaski	822-3220	Maximum capacity 60 people

FEES AND CHARGES:

Meeting Rooms:

There will be no charge for use of library Meeting Rooms if the library is a sponsor or co-sponsor; or if governmental, community supported agencies, or non-profit status organizations use the rooms (unless these groups charge admission, tuition, or other registration or materials fees). Private or business use may rent library meeting rooms. Half Day is defined as less than five hours; Full Day is five or more hours in a single day.

Study Rooms:

Study Room use is free of charge but requires room registration prior to use. Each registration is good for 4 hours or until the room is abandoned. One user or group may reserve one room at a time each day per location. If after all 4 hours are used, and a user or group desires more time, another 4 hours may be booked in that room or another open room, but not before their current reservation is completed. If the reserving party does not claim their reservation within 15 minutes of scheduled starting time, the reservation will be canceled and reopened to the public.

CENTRAL RENTAL RATES

	Half Day	Full Day
Auditorium	\$150.00	\$300.00
Foyer	\$60.00	\$120.00
Meeting Rooms		
Single (40 cap.)	\$40.00	\$80.00
Combined (75 cap.)	\$80.00	\$160.00
All Lower level Meeting Rooms (Includes both Meeting Rooms, Foyer, and Auditorium)	\$250.00	\$500.00
Board Room	\$30.00	\$60.00
Piano Tuning – Central	\$55.00	
Security Guard	\$20.00 per hour (if needed during hours security guard not scheduled)	
Hood Meters - Central	\$5.00 per meter	

KRESS FAMILY BRANCH LIBRARY RENTAL RATES

	Half Day	Full Day
Meeting Rooms		
Single	\$60.00	\$120.00
Combined	\$120.00	\$240.00

WEYERS-HILLIARD BRANCH LIBRARY RENTAL RATES

	Half Day	Full Day
Meeting Rooms		
Single	\$50.00	\$100.00
Combined	\$100.00	\$200.00

OTHER BRANCH LIBRARIES RENTAL RATES

Ashwaubenon \$40 half day; \$80 full day

East	\$40 half day; \$80 full day
Pulaski	\$40 half day; \$80 full day
Southwest	\$40 half day; \$80 full day

Other Fines and Fees

1. If the room is not restored to its original order and requires extra cleaning, the Library will bill the Responsible Party a charge of \$30 to cover the cost of labor.
2. If the room is damaged beyond normal wear and tear, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.
3. If library equipment is missing after a group has used the room, the library will bill the Responsible Party for the costs of replacement.
4. Any group whose use of the meeting rooms goes beyond the library's regularly scheduled hours of operation will be financially responsible for the overtime costs to staff the library beyond its normal schedule. The Library will bill the Responsible Party for the overtime costs.
5. For any of the above instances the individual, group, or organization will not be permitted to reserve meeting room space again until all charges have been paid in full.

REFRESHMENTS:

The library is a smoke free building, according to Brown County code.

No alcoholic beverages will be consumed in any library facility, unless permission is granted by the Library Board, via the Library's Executive Director, and only if appropriate municipal licenses are obtained.

Groups using the Meeting Rooms may have food catered into those locations so long as it has been approved by the library in advance. Groups or individuals using Study Rooms may have light refreshments provided they abide by the Appropriate Library Behavior E-2 policy.

Kitchenettes at the Central, Kress Family, and Weyers-Hilliard locations will be available for preparing coffee, tea, and foods not requiring cooking or heating. Each organization should provide its own serving utensils, equipment, and supplies. Catered box lunches/refreshments may be delivered and set up by the caterer or sponsoring group.

Groups and individuals are responsible for proper clean up and disposal of all refuse and utensils, leaving each area in the same condition in which it was found.

EQUIPMENT:

Contact each location for information on audio-visual equipment that is available. All equipment needs must be anticipated by the group. Library staff is not available to provide for overlooked needs.

An organization may provide and operate its own laptop, LCD projector, DVD player, or other A-V equipment. Use of space adjacent to meeting areas for displays or exhibits is subject to

approval prior to meeting date. The organization must agree to set up and take down such displays at an agreed-upon time.

LIABILITY:

Applicant agrees to abide by all regulations of the Library regarding use of facilities and accepts responsibility for any damage caused to the building or its equipment, other than normal wear, resulting from the meeting(s).

Applicant shall indemnify and hold harmless within limits of Wisconsin state law the Library Board, Brown County, their agents, officers, employees, and volunteers from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and/or within the library premises (as described above or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any bodily injury to, or death of, any person, or by reason of any injury to property of third persons occasioned by any act or omission, neglect or wrongdoing of the applicant or any of his/her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other persons admitted by the applicant to the premises, and the Applicant will, at his/her and/or its own cost and expense, defend and protect the Library Board, Brown County, their agents, officers, employees, and volunteers against any and all such claims or demands.

The Library Board, Brown County, their agents, officers, employees, and volunteers are not responsible for loss of individual property while using the meeting rooms.

PARKING - CENTRAL LIBRARY:

The City of Green Bay has installed two-hour parking meters in the Central Library parking lot and on Pine Street. The parking ramp across Madison Street, or on-street parking east of Monroe Avenue should be used for periods over two hours. CARS ARE TICKETED PROMPTLY FOR OVERPARKING or parking in private lots near the library.

ADOPTION OF POLICY:

These guidelines are effective for all meetings for which applications are approved.