

11/11/2014 Rev. 2017, 2018, 2019, 2024 Rev. 02-15-24	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.

### **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 then 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. An 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. 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 a broad range of organizations and groups. 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 applicant 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 applicant 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 deny. 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 applicant.

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.

## **RENTAL FEES**

### *Study Rooms:*

Use is free but requires a reservation. Limit one 4-hour reservation per day per location. Renewals are based on availability. Unclaimed reservations are forfeited after 15 minutes.

### *Meeting Rooms:*

#### Non-Profits

There will be no fee for use of meeting rooms by non-profit status organizations as approved by U.S. Code, Title 26, Internal Revenue Code, governmental, or community supported agencies provided the space is open to the public and not used for:

- fundraising
- events that charge admission
- sales, advertising, solicitation
- to obtain clients for-profit services

#### Private or Business Use

Half a day is defined as less than five hours. A full day is five or more hours in a single day. The following rental fees apply:

LIBRARY	LOCATION	AMENITIES	CAPACITY	RENTAL FEES	
				HALF DAY	FULL DAY
<b>CENTRAL LIBRARY</b>		<b>Downtown Green Bay   920-448-5807 or 920-448-5809</b>			
<b>Meeting Rooms:</b>					
AUDITORIUM	Lower Level	Stage, Laser Projector, Screen, Mixing Board, Microphones, PC, Theatrical Lighting, HD PTZ USB Camera, Blu-Ray Player & Hearing Loop	291 Theater Style	\$150.00	\$300.00
SINGLE MEETING ROOM	Lower Level	Projector/Screen, Audio, Hearing Loop	40 Theater Style	\$40.00	\$80.00
COMBINED MEETING ROOM	Lower Level	Projector/Screen, Audio, Hearing Loop	75 Theater Style	\$80.00	\$160.00
BOARD ROOM	Second Floor	70" Display with Audio	25 max. 10 at table	\$30.00	\$60.00
<b>Study Room:</b>					
STUDY ROOM	Second Floor	70" Display with Audio	12	No fee	Not Available
<b>Other:</b>					
PIANO	Lower Level	Tuning Available for \$225.00		No fee	No fee
<b>EAST BRANCH LIBRARY</b>		<b>Green Bay   920-491-3600</b>			
<b>Meeting Rooms:</b>					
SINGLE MEETING ROOM		85" Display with Audio, Sink & Counter Prep Area	45 Theater Style	\$60.00	\$120.00
COMBINED MEETING ROOM		85" Display with Audio, Sink & Counter Prep Area	90 Theater Style	\$120.00	\$240.00
<b>Study Rooms:</b>					
STUDY ROOMS (4)		55" Display with Audio	4-5 at table	No fee	Not Available
STUDY ROOM D		65" Display with Audio	6-8 at table	No fee	Not Available
<b>KRESS FAMILY BRANCH LIBRARY</b>		<b>De Pere, 920-448-4407</b>			
<b>Meeting Rooms:</b>					
EMIL & GAIL FISCHER MEETING ROOM SINGLE	Lower Level	Projector/Screen and Audio, Sink & Counter Prep Area	50 Theater Style	\$60.00	\$120.00
EMIL & GAIL FISCHER MEETING ROOM COMBINED	Lower Level	Projector/Screen and Audio, Sink & Counter Prep Area	120 Theater Style	\$120.00	\$240.00
<b>Study Rooms:</b>					
STUDY ROOMS		USB Power	4-5 at table	No fee	Not Available
<b>WEYERS-HILLIARD BRANCH LIBRARY</b>		<b>Howard   920-448-4405</b>			
<b>Meeting Rooms:</b>					
SINGLE MEETING ROOM		Projector/Screen and Audio, Sink & Counter Prep Area	50 Theater Style	\$60.00	\$120.00
COMBINED MEETING ROOM		Projector/Screen and Audio, Sink & Counter Prep Area	120 Theater Style	\$120.00	\$240.00
<b>Study Rooms:</b>					
STUDY ROOMS (5)		USB Power	4-5 at table	No fee	Not Available
STUDY ROOM D		USB Power	8 at table	No fee	Not Available
<b>SOUTHWEST BRANCH LIBRARY</b>		<b>Green Bay   920-448-4910   920-448-4405</b>			
<b>Meeting Rooms:</b>					
SINGLE MEETING ROOM		Projector/Screen and Audio	40 Theater Style	\$50.00	\$100.00
<b>Study Rooms:</b>					
STUDY ROOMS (2)		USB Power	4-5 at table	No fee	Not Available
<b>OTHER BRANCH LIBRARIES</b>					
<b>Meeting Rooms:</b>					
ASHWAUBENON BRANCH LIBRARY	920-492-4913	Projector/Screen and Audio	60 Theater Style	\$40.00	\$80.00
PULASKI BRANCH LIBRARY	920-822-3220	Projector/Screen and Audio	30 Theater Style	\$40.00	\$80.00

## Other Fines and Fees

1. If the room is not restored to its original order and requires extra cleaning beyond normal wear and tear, the Library will bill the applicant (booking patron) a charge of \$40 per hour, one hour minimum, to cover the cost of labor.
2. If the room is damaged, the library will bill the applicant 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 applicant for the costs of replacement.
4. 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 as 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, East, Kress Family, and Weyers-Hilliard locations are 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:**

See rental schedules for available equipment. 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. Passport parking app is available for metered spaces in downtown Green Bay.

**ADOPTION OF POLICY:**

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