

02-03-01 Philosophy

- a) The Lester Public Library encourages public use of meeting rooms as gathering places to exchange ideas, access and share information, educate and participate in programs created for public enjoyment. The following rules, regulations and fees for public use of meeting rooms have been adopted by the Lester Public Library Board of Trustees.

02-03-02 Acceptable Uses

Meeting rooms shall be made available to any group or individual for informational meetings open to the public or business meetings of non-profit groups. In cases of conflicting bookings, the following priority will be followed:

1. Library sponsored programs
 2. Meetings sponsored by other departments of the City of Two Rivers
 3. Meetings of other governmental bodies
 4. Meetings of non-profit groups headquartered within the City of Two Rivers
 5. All others
- a) Meeting rooms are available during times staff is scheduled to be in the building Monday through Friday. (2 hours prior to opening until closing.) The Director may approve use of meeting rooms at other times. Any time staff must come in early or stay beyond normal hours of operation; groups will be charged \$75 per-hour, or any part of an hour, to have the building open.
 - b) ALLOWING A GROUP OR INDIVIDUAL TO USE A MEETING ROOM IN NO WAY IMPLIES ENDORSEMENT OR SPONSORSHIP OF THE MEETING BY THE LESTER PUBLIC LIBRARY.

02-03-03 Reservations

- a) Reservations may be made by contacting the library.
- b) No reservation is final until all fees are paid and the Library Director or designated staff approves the application.
- c) While groups composed of individuals under the age of 18 are welcome to use the meeting room, an individual over the age of 18 must make the reservation and must agree to assume responsibility for the actions of the participants.
- d) All library equipment to be used in the meeting room must be requested in advance. **Those needing instruction in the use of AV equipment must make an appointment prior to the meeting. Staff will assist as their other duties permit, but the final responsibility for equipment rests with the user.**

02-03-04 Regulations Governing Use

- a) The Director may, at his/her discretion, require that all publicity concerning meetings held at the library carry the following statement:

The Lester Public Library is not a sponsor of this meeting. The library does not necessarily endorse the views expressed by those hosting the meeting.

- b) The use of alcoholic beverages is not permitted in the library during hours open to the public.
- c) Use of a meeting room by any group on a continuing basis may be restricted by the Director in order to insure equal access to the facility by all members of the community and maintain the library environment.
- d) The number of people in attendance at any meeting is restricted to the maximum number allowed according to current fire regulations. (Community Room 112, Webster Room 30)
- e) The use of open flames is prohibited.
- f) No animals are allowed in any part of the library with the exception of service animals or at library sponsored events.
- g) The library has a limited custodial staff. Therefore, it is required that the meeting room be left in the same condition in which it was found.
- h) Participants in meetings must remain in public areas of the building at all times.
- i) Those hosting meetings and events at the library and their guests agree to abide by all policies and regulations relating to the use of library facilities and accept responsibility for any and all damages to the library building, contents and equipment – normal wear and tear excepted.
- j) Should the library schedule of operations change such that meetings previously scheduled fall outside of hours staff will be in the building, all such meetings will be either canceled, curtailed, or at the discretion of the Director, groups will be required to pay an additional charge to make staff available.
- k) If the library closes or fails to open due to bad weather, staff will attempt to contact the person who made the initial reservation. Users will be responsible for alerting media or contacting participants as needed.
- l) Individuals or groups violating any of the above regulations may be denied further use of the facility for a time to be determined by the Library Board.

02-03-05 Fee Schedule for Meeting Rooms

	LPL	Found.	Friends	Government	Community Group	Non-profit	Individual	For Profit
Open Meeting							Fee	Fee
Closed Meeting					Fee	Fee	Fee	Fee

- a) Non-profit groups or individuals will be assessed \$10.00 per-use of a meeting room.
 - 1. Free use will be granted to other government bodies, and groups or individuals co-sponsoring a program with the library.
 - 2. The Director may require proof of non-profit status before granting use of a meeting room to any group or individual at the non-profit rate.
- b) The user fee for use of a meeting room by for-profit groups or individuals is \$25.00 per hour or any part of an hour.
- c) The charge for use of a meeting room outside of normal hours of operation is \$75.00 per hour or any part of an hour.
- d) No refunds will be made when meetings are canceled less than 10 days prior to a scheduled event.

02-03-06 Use of a Meeting Room by Governmental Bodies

- a) In allowing other governmental agencies to use the meeting room, the Library Board assumes that proper notice(s) will be given by the agency.
- b) Governmental agencies will not be charged for the use of the meeting room.

(Revised 11/11/97)
 (Revised 10/12/99)
 (Revised 5/14/02)
 (Revised 8/12/03)
 (Revised 11/09/10)

P-02-03-07 Procedure and Forms

Booking

- All reservations are booked through the Youth Services Coordinator, 920-793-7118.
- To reserve a meeting room in the library, a Meeting Room Request Form must be completed. A PDF is available for download from our website or picked up at the library.
- Meeting room requests should be made at least two (2) weeks in advance.
- Bookings can be made up to three (3) months in advance.
- Upon receiving a meeting request library staff will contact the applicant to discuss/confirm the event and add furniture and equipment requests as needed.
- Library staff will assist with room set-up options to accommodate meeting needs. Special room set-ups are limited to the Community Room.
- Cancellations should be made at least ten (10) days in advance or as soon as possible by calling the library 920-793-7118. A room cancellation with less than a ten (10) day notice will result in forfeiture of fees. The forfeiture of fees is waived for weather-related cancellations.
- No food or drink vending machines are available on the premises. Users wanting food or drink are responsible for making their own arrangements. Cooking is not allowed in the facility. Table cloths are the responsibility of the user.
- At the conclusion of your meeting, put litter in the trash container and report any problems that may remain to the Reference Desk.

Meeting Rooms

1. Community Room is a multipurpose room with available audiovisual projection and viewing equipment, lectern and portable sound system. The Community Room is adjacent to the library entrance. Capacity – 112.
2. Webster Room is a smaller room with two dry-erase boards. The Webster Room is in the main library near the Reference Desk. This room can be subdivided into 2 separate rooms. The Webster Meeting Room is available for use on a first come first serve basis. The Webster Meeting Room may be reserved ahead and any or all fees will apply. Capacity - 30

Meeting Room Reservation Request

Today's Date: _____

Room Requested: Community Room Webster Room

Event/Group Information

Name of Group Making Reservation: _____

Person Making Request: _____ Day Phone: _____

Mailing Address: _____

Event Start Time: _____ Estimated Attendance: _____

Day(s) of the Week: _____ Dates: _____

Set Up Time: _____ Start Time: _____ End Time: _____

Please note: All events are expected to end 15 minutes prior to closing. All attending an event must vacate the building by closing time. Any event lasting past closing time will be assessed a \$75.00 per hour fee.

Purpose of the event:

Charge for Use: _____ Received Date: _____

I understand that no reservation is final until all fees are paid and this reservation form has been signed by me and the Library Director, or his/her designee. A copy of the Meeting Room policy has been given to me and I have read and understand all regulations. I agree to abide by them.

Signature of Person Making this Reservation: _____ Date: _____

Lester Public Library Representative: _____ Date: _____

Equipment Available Community Room – Wi-Fi available

Tables: # _____ (9 available) Chairs: # _____ (Up to 60 theatre style; 30 classroom style)

- | | | |
|---|--|---|
| <input type="checkbox"/> DVD/Screen/Projector | <input type="checkbox"/> VCR/Screen/Projector | <input type="checkbox"/> Speaker Podium |
| <input type="checkbox"/> 30 Cup Coffee Percolator | <input type="checkbox"/> Portable Sound System | <input type="checkbox"/> Projector |
| <input type="checkbox"/> 10 Cup Coffee Percolator | <input type="checkbox"/> Screen | <input type="checkbox"/> Flip Chart Stand |

Equipment Available Webster Room – Wi-Fi available

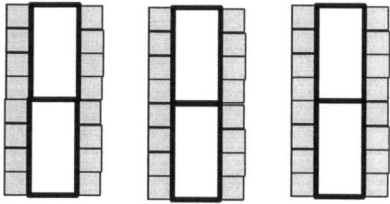
- | | |
|---|---|
| <input type="checkbox"/> 30 Cup Coffee Percolator | <input type="checkbox"/> Projector |
| <input type="checkbox"/> 10 Cup Coffee Percolator | <input type="checkbox"/> Flip Chart Stand |

** Please note: The Library does not provide coffee or serving supplies with coffee makers.*

Room Setup – Community Room Only

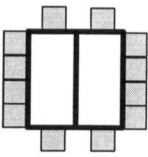
Please select from the following choices or draw configuration in the box provided at the bottom of the page.

Conference



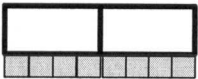
Board Room

Recommended for small groups.



Classroom

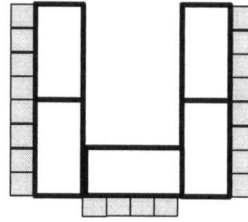
Used for conference and lectures that require writing by attendees.



Draw a configuration not shown above:

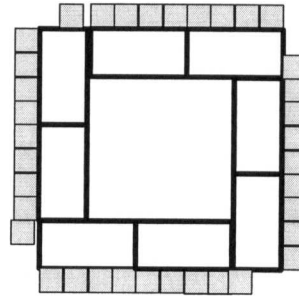
U-Shape

Open end faces the front of the room, screen or podium.



Hollow Square

Similar to the U-Shape setup except that it is enclosed on all sides and can accommodate a larger group, oriented for discussion.



Theatre

Best for general meetings and lectures for any size group, consists of chairs in rows facing a podium, screen or head table.

