

Horicon Public Library

Meeting Room Policy

Purpose

The Horicon Public Library has a large program/meeting room and small meeting/study room. The large meeting room may be reserved through the library if the meeting is a library sponsored event open to the public. The small meeting room (occupancy twelve (12)) may be reserved for use by individuals or community groups for informational, education, cultural or recreational meetings and programs in keeping with the mission of the library.

Policy

The program/meeting rooms will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. There will be no charge for the use of the public rooms.

All rooms are scheduled on a first come – first served basis with the understanding that library programming will have priority in room use. Use of the rooms must be during regular Library hours unless approved by the Library Director. Contact information for a responsible party must be provided. Also, users must be nine (9) years of age or older. If the users are under nine (9) years of age, a responsible adult must be present in the library.

Rooms may be used for:

- Study
- Meetings which are open to the public;
- Public lectures, panel discussions, film and slide presentations, group discussions, workshops and other similar functions;
- Organizations or individuals engaged in education, cultural, intellectual, governmental or charitable activities.

Rooms may not be used for:

- Any purpose which may interfere with the regular operation of the Library;
- Programs involving the sale, advertising, solicitation, or promotion of commercial products or services;
- Personal, company, or family parties;
- Groups excluded from use of the large meeting room per City Policy (i.e. – Boy Scouts, Girl Scouts, Kiwanis, Lions, etc.) These groups may, however, reserve the small room as long as attendance does not exceed the room occupancy of twelve (12);
- Groups holding religious services or religious instruction.

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Exceptions may be made for Library sponsored events, and programs presented by groups affiliated with the Library.

Rooms may be reserved no more than sixty (60) days in advance.

No admission fee or registration fee may be sought from meeting attendees. Refreshments may be served and shall be provided by the group. Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear. People using the room shall leave it in neat, clean, orderly condition. If not, the group/individual will be given notice that continued offense will result in denied access to the rooms.

Individuals or groups must abide City Hall Policies: Smoking and alcohol are not permitted.

The Library reserves the right to close the Library and cancel all use of its meeting rooms.

The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.

In consideration of the use of the program/meeting rooms, any person or group using the rooms hereby agrees to indemnify and hold harmless the Library from any and all actions and suits related to its use of such program/meeting room and library facilities.

Use of the Library meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Library Board.