

# Portage County Public Library

## Meeting Room Policy

The meeting rooms located at the Portage County Public Library (PCPL) locations are community assets, and the Library Board wishes to encourage their use by community groups for lawful purposes. When not in use for Library or county functions PCPL permits groups engaged in educational, cultural, intellectual, governmental, civic, religious, social or political activities to hold such activities in Library meeting rooms.

Granting of permission to use Library facilities does not constitute an endorsement by the Library Board or staff of the users or their beliefs. In promoting the event, non-library groups may not give the impression that the event is sponsored or endorsed by the Library.

### **All meetings conducted in the Library are subject to these rules and regulations:**

1. All meetings held on Library premises must be open to the public, and the Library reserves the right to set the time and place of any meeting on its premises. Meetings that interfere with normal Library functions will not be permitted.
2. Selling or promoting products or services, charging admission, soliciting donations, or selling raffle tickets is prohibited.
3. Reservations should be made online at <http://www.pocolibrary.org/reserve-room>.
4. All reservations will be confirmed through the Office Supervisor's office (or designated staff).
5. For questions about a meeting room at the Stevens Point branch, telephone 715-346-1545 or send a message via <http://www.pocolibrary.org/contact>. Groups wishing to use the Plover and Rosholt branch meeting rooms should contact those locations at 715-341-4007 for Plover and 715-677-4512 for Rosholt for reservations. The meeting room at the Almond location is administered by the Village of Almond at 715-366-8171.
6. The meeting rooms may be occupied only during regular Library hours, unless special arrangement is made with the Library Director.
7. Rooms will be booked only to adults. Youth groups may use the rooms if a responsible adult has been designated and is present at all times.
8. No animals are allowed in the meeting rooms, except those authorized for use in Library sponsored programs and service animals that are individually trained to perform tasks for people with disabilities. Under the Americans with Disabilities Act (ADA), service animals are working animals, not pets.
9. Items may not be taped, nailed, or tacked to the walls of the meeting rooms.
10. The Library and Security staff shall be responsible for the general supervision of the entire building within scheduled hours.

11. Any person or qualifying organization reserving any room at the Library is responsible for setting it up as they wish and are responsible for returning the room to its original condition. Groups must also make the Library aware of any audio/visual equipment needs during the registration process. A/V requests made only on the day of the event will be accommodated based on available staff and equipment, and fulfillment is not guaranteed.
12. Be prepared to vacate your room at the end of your reservation time. Meeting rooms must be vacated 15 minutes before closing to allow staff to secure the building.
13. All groups using the meeting rooms shall be responsible for leaving the room in a clean, orderly, sanitary condition. Groups shall assume responsibility for any damage to the room or its contents. If expenses are incurred by the Library for cleaning and or repair the group will be charged. Any group or groups guilty of infractions will lose the privilege of future use.
14. Use of smoking and tobacco products is not allowed on Library premises, including rolling tobacco and electronic smoking devices.
15. Light refreshments, coffee, tea, or other beverage may be served at all locations. Groups may cater light meals. By law, alcoholic beverages or fermented malt beverages may not be consumed on the premises. All food must remain in the meeting room. Meals cannot be eaten in the Stevens Point study rooms.
16. Public performances of a copyrighted video recording in a public meeting room is an infringement of copyright laws unless public performance rights were secured from the copyright owner or authorized agent. The group using the room is responsible for obtaining those public performance rights.
17. All other library Code of Conduct provisions apply to the meeting rooms.

### **Library Use:**

Library programs always have priority over non-Library programs. For literacy or Library-sponsored programs, the Library may authorize a fee on a cost-recovery basis for materials, supplies, etc., may authorize the sale of books associated with author visits and Library fund raisers, and may limit attendance.

### **Abuse of Privileges:**

Abuse of the meeting room, such as disorderly conduct, leaving the room in a disorderly, messy condition, violating regulations, or failing to use a scheduled room, may bar the group from using the room again. The Library will charge for any damage done. The Director of the Library is authorized to deny permission to use Library rooms to any group that is disorderly or violates this policy.

## Study Room Policy

The Stevens Point branch also provides smaller spaces with fixed setups for meetings, study or work. Three (3) study rooms are available for use by individuals and small groups on the second floor of the Stevens Point Branch.

- The rooms are scheduled on a first come, first served basis. Study rooms may be reserved by phone (715-346-1548), or in person at the Reference Desk.
- Checking in at the Reference Desk upon arrival is required.
- Please only use the room assigned to you, failing to do so can cause disruptions for other reservations.
- Reservations for study rooms will be honored 15 minutes past the reservation start time. If the room has not been occupied by this time, the reservation will be cancelled and the room given to anyone requesting a room in person.
- Study room use is limited to no more than 2 hours per day by the same group, persons in a group, or individuals. Any attempt to circumvent this limit by having multiple reservations under different names is not allowed. During periods of heavy use, time may be restricted at the discretion of the supervising staff, in order to provide access to as many users as possible. The 2-hour limit may be waived by the Library Director or Designee. Study rooms are restricted to groups of no more than 4 individuals.
- Foods are limited to pre-packaged snacks, such as granola bars, nuts, and pretzels. Meals are not allowed. Non-alcoholic drinks are allowed if in a container with a closed lid.
- If you will be late for a reservation or need to leave a study room for more than 15 minutes, please contact the Reference Desk and we can make sure that your reservation is maintained.
- Be prepared to vacate your room at the end of your reservation time. Study rooms must be vacated 15 minutes prior to the library closing to allow staff to secure the building. Library hours are posted in all study rooms for your convenience.
- Users of study rooms are responsible for leaving the rooms in a neat, clean and orderly condition.
- Users cannot tape or tack materials to study room walls or windows.
- A vacated room will be considered abandoned after 15 minutes and assigned to the next user. Leaving the library building is considered abandonment of a study room. The library is not responsible for items left unattended. Any items left in the room will be considered lost and placed in the Lost and Found area.
- All other library Code of Conduct provisions apply to the study rooms.

Failure to follow these policies may result in the denial of future requests to use a study room.