



## **Watertown Public Library Meeting and Study Room Policies and Procedures**

**To reserve a Study Room, please use our online reservation system**

### **GENERAL AVAILABILITY OF MEETING SPACES**

**The Watertown Public Library offers rooms of various sizes and features for use by small to large groups. The Library offers one large meeting room and one smaller meeting room that are available for reservation. The library also offers eight study rooms for individual or small group use. A programming room located adjacent to the TalkReadPlay Center is available on a limited basis. Please call the library for specific reservation information.**

Meeting spaces are intended primarily for the use of the library's programs, library affiliate programs, City of Watertown programs, and library-sponsored activities. The "City of Watertown", as described in this policy, refers to all City Departments, Commission, Boards and Committees (including the Redevelopment Authority ("RDA")). When not required for their primary use, the rooms will be available for use by local businesses, community groups and individuals. Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of the library's rooms does not constitute the Watertown Public Library's endorsement or advocacy of a meeting's content or an individual/group. Library meeting room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library policies. The Watertown Public Library's Unacceptable Conduct Policy applies to programs or meetings held within meeting and study rooms at all times. Use of meeting and study rooms should not interfere with the normal functions of the library or use by library customers. Library staff will have free access to rooms at all times.

The Library reserves the right to terminate reservations at its sole discretion at any time. Terminated reservations will receive full reimbursement of any deposit.

### **Permissible Meetings:**

- Library meetings and programs
- For-profit organizations and businesses.
- Educational and literacy groups

- Civic betterment organizations
- Cultural and artistic groups
- Governmental meetings

Meeting rooms in the library may be reserved on a first-come-first-serve basis for groups primarily serving the needs of the Watertown community.

### **CONDITIONS OF USE FOR THE MEETING ROOMS**

- Groups desiring to use the meeting room for regular monthly meetings must submit an application to the Library Director. It should be noted that library programs will take precedence over any other group's regularly scheduled meeting.
- Recurring reservations for up to three months will be accepted. However, groups with professional connections to the Library (ie. Bridges Library System, Friends of the Watertown Public Library or the City of Watertown) may make reservations farther in advance.
- In the event that the Library closes for an emergency such as inclement weather, the Library reserves the right to cancel any reservation held at this time without any liability.
- Smoking is not permitted.
- Use of candles or other flammable material is prohibited.
- Affix nothing to walls without approval of library management.
- Do not block fire exits in any way.
- Do not exceed designated maximum room capacity.
- Rooms shall be returned to original condition

Persons attending meetings are subject to library rules, regulations, and policies. Persons/groups who disturb library activity or library users may be denied future use of meeting rooms for a duration determined by library staff. Persons/groups denied future use of meeting rooms may appeal the decision of library staff to the Library Board.

### **APPLICATION PROCEDURE**

- Applications for the use of the meeting rooms by non-library groups must be made on the appropriate form by an authorized representative of the group. The person signing the application form will accept joint and several liability for damages to the meeting room that occur during the time period their organization meets, together with their organization
- Upon receipt of a properly executed application for use of a room during library hours, a library staff member may approve the application and confirm the booking of the meeting purpose falls clearly within the approved meeting room policies.
- If there is an application which the policy does not clearly cover, the staff member will refer the application to the Library Director, who will either approve or disapprove; or if an exceptional request is not covered by policy, refer it to the board.
- The library reserves the right to deny future use of the meeting rooms to individuals, groups, or organizations whose previous conduct has resulted in damage or disregard of the guidelines, regulations, conditions, or rules of conduct in this policy.

## **FEES AND ADMISSION CHARGES**

1. No fees are charged by the library for the use of the meeting rooms, except as otherwise specifically outlined in this policy.

## **CHILDREN'S GROUPS**

Children's groups may use the meeting rooms provided that an adult sponsor makes an application, and provided that the meeting is supervised by adult sponsors, at least 1 adult for every 10 minors, unless special permission is obtained from the Library Director.

## **EQUIPMENT**

- The group shall be responsible for any advance preparations, for setting up and putting away meeting room furnishings used for its meeting, as well as clearing away their own equipment. The library reserves the right to refuse requests for equipment if the equipment requested is needed for library purposes at the time in question.
- The library cannot provide operators for equipment. If instructions are required, it is suggested that a representative of the group make an appointment with library staff before the meeting.
- Storage facilities will not be provided for any non-library or non-City of Watertown organization

## **OTHER REGULATIONS**

- Food and/or beverages are allowed in the meeting rooms. Proper clean-up and disposal is required.
- Rooms must be restored to their original order and all equipment returned to the front desk. Library staff is not available to assist
- All meetings not sponsored by the library must end at least 15 minutes before the library closes unless special considerations have been made for using the Community Room.
- No children may be left in the meeting room unattended.

## **TELEPHONE CALLS FOR MEETING DURING LIBRARY SERVICE HOURS**

- Library staff is unable to carry messages (e.g. telephone calls) to persons/groups using the meeting room.

## **AGREEMENT BY USER**

1. In consideration for the use of a meeting room, each organization agrees to:
  - Pay for all damage to any property of the Watertown Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
  - Defend, indemnify and hold harmless the City of Watertown and the Watertown Public Library from and against any and all claims and causes of action for any injury to persons or property caused by the applicant organization or any person in connection with a meeting.
  - Take responsibility for compliance with the accessibility to services provisions of the Americans with Disabilities Act.

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[www.watertownpubliclibrary.org](http://www.watertownpubliclibrary.org)

It is understood that the City of Watertown and the Watertown Public Library assume no responsibility whatsoever for any property placed in the Library in connection with a meeting; and that the City of Watertown and the Watertown Public Library are hereby expressly released and discharged from and against any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

The Library Board reserves the right to modify these policies without notice.

## **AVAILABLE MEETING ROOMS AT THE LIBRARY**

### **Meeting Room 122 Community Room**

**Maximum Occupancy:     See below.**

The Community Room offers several seating configurations for large group gatherings. The Community Room accommodates 72 people in classroom-style, 96 people in banquet set-up, and 140 in auditorium-style layout. Amenities include a full audiovisual system and access to the patio. The Community room also features a warming kitchen. Events using the Community Room also have access to the Patio, weather permitting. As a public outdoor space, however, the Library cannot guarantee exclusive use of any outdoor space by an entity renting this room.. The Community Room may be rented for events twelve (12) months in advance.

Deposit \$100 with Library staff as a cleaning deposit. In the event the Community Room is not cleaned to the satisfaction of Library staff following conclusion of reservation, the deposit shall be retained by the Library. A deposit rental fee is required upon booking the room. The remainder of the rental fee is due the day prior to the event or meeting.

**Cost:** \$40/hour, includes \_\_\_\_ tables and \_\_\_\_ chairs

Non-profits, the City of Watertown and the Family Center can reserve the room at no cost.

### **Conference Room 210**

**Maximum Occupancy:     20**

Located on the second floor, the Conference Room offers a formal meeting space for groups up to twenty. Amenities include a large conference table, and a video display monitor for usage with personal devices. Users may bring in their own food or beverage, however all food preparation must be done in advance of using the room. Equipment intended to heat or keep foods warm is not allowed without approval of Library management. Cold beverages and hot beverages that do not require heating are allowed. Alcoholic beverages are not permitted. The Conference Room is only available during Library hours.

### **Study Rooms**

There are six (6) study rooms in the Library. Two on the first floor and four on the second floor. Study Rooms can accommodate one to four people. Amenities include table, chairs, and a video display monitor for usage with personal devices.

Study Rooms are available on a first-come, first-served basis. The Library may limit Study Room usage to two hours per session, depending upon availability.

### **Small Meeting Rooms**

There are two (2) Small Meeting Rooms in the Library located in the Children's Area. Small Meeting Rooms can accommodate one to six people. Amenities include table, chairs, and a video display monitor for usage with personal devices.

Small Meeting Rooms are available on a first-come, first-served basis; however, library users may reserve the use of a meeting room up to 1 week in advance on the library's website. The Library may limit Small Meeting Room usage to two hours per session, depending upon availability.

### **North Lobby Restrooms 131 and 132**

The North Lobby Restrooms shall be open for public use during normal hours of Library operation. In addition, the North Lobby Restrooms may be reserved for after-hours public use to provide restroom facilities in the Town Square.

Organizations requesting a reservation must:

- Make arrangements to open the North doors accessing the North Lobby Restrooms at the beginning of their event, and make arrangements to ensure the space has been cleared and locked following the conclusion of their event.
- Make arrangements to leave the North Lobby Restrooms in as clean a condition as they were found in.
- Deposit \$100 with Library staff as a cleaning deposit. In the event the North Lobby Restrooms are not cleaned to the satisfaction of Library staff following conclusion of reservation, the deposit shall be retained by the Library.
- **Cost:** \$25/hour
- Events and organizations requesting a reservation must abide by the above policies, unless otherwise approved in a separate agreement with the Library Board. Non-profits, the City of Watertown and the Family Center can reserve the room at no cost.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_