



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Policy: Facility Use

Approved: December 19, 2017

Purpose: The Antigo Public Library offers a variety of programs for people of all ages as an integral part of its service to the public. Therefore, library sponsored programs have priority over other uses of the library facilities. The library does, however, recognize that community organizations sponsor programs which are consistent with many goals of the library and, consequently, we encourage public use of our facilities.

Space and staff limitations and library schedules necessarily require regulatory measures which affect the use of our facility.

When not needed by library programs and activities, these areas are available on a first-come, first-serve basis. Applicable fees for the use of the McGinley Meeting Room are as follows:

Group	Rental Fee
501(c)(3) or open to the public	None
Private gatherings	\$5.00 per hour
For profit organizations	\$20.00 per hour

While many local groups are not assessed a fee, a donation to the library to assist in maintaining the room and equipment is always appreciated. Fees do not apply to the small game and conference rooms within the library.

The following rules shall govern the reservation and use of library facilities.

Reservations

- Reservations for a room must be made at least three days in advance. Reservation forms are available at the circulation desk in the library and on the library's web site. A booking is not official until a completed Meeting Room Reservation Form is received by the library. Any incomplete reservation forms will be deemed invalid and will not get a reservation. All fees are due at time of room booking. Requests for refunds from the city may take up to 60 days to process. Using the small game and conference rooms within the library do not require the submission of a reservation form.
- Because no prior reservation has to be made for the use of the game and conference rooms and because these spaces are intended for use by any library user who needs a quiet space, the library reserves the right to limit the number of times a group or individual may reserve them in



a given month. This limit is set at no more than five times per month. Exceptions may be made by the Library Director at their discretion.

- All reservation applications must be signed by an adult at least 18 years of age. An adult, age 18 or older, must be in attendance during the entire reservation time.
- Reservations can only be made up to six months in advance of the meeting date. A group or person wishing to use the meeting room multiple times needs to sign the form once, unless the person responsible changes, the group name, or functions change. If any of these changes are made; a new form will have to be filled out and kept on file, any form used prior will be discarded as it will no longer be valid.
- If the library facility has sustained damages through an organization's use of the facility, or if library personnel must clean the facility after such use, organizations will be billed for any damages.
- All Library or City committees: Library Board, sub-committees, municipal bodies, library programs, etc. may book the meeting room an unrestricted number of times. If a Library or City event conflicts with another reservation, the group will be contacted as soon as possible. In the case of an emergency or if a library-related program arises, the library reserves the right to ask groups to choose an alternate meeting date or location.
- Cancellations must be made at least twenty-four hours before the scheduled starting time of the meeting (except for weather-related problems).
- Library staff can verify room availability for a reservation, but rooms will not be booked until the completed forms are received and all applicable fees are paid.

Restrictions

- Patrons must adhere to the Antigo Public Library's Patron Code of Conduct policy.
- Groups using the facility may not attach anything to the walls or furnishings of the library without the prior consent of the Library or Assistant Library Director.
- Organizations may not use the name or address of the library as their official address.
- Rooms must be left in the same condition in which they were found, including the arrangement of chairs and tables. Failure to leave the room as found may result in the library charging a fee to cover the cost of cleaning, any repairs, and rearrangement of furniture.
- The McGinley Room has an occupancy limit of 99 people. No more than six people can occupy the small game and conference rooms in the library.
- Any emergency or accident occurring within the group using the library's facility must be reported to the library staff on duty at the circulation desk.
- The reservation of any room or facility within the library does not constitute endorsement of the users of said rooms or their beliefs by the Library Board, library staff or the municipal entities which support the library. The Library Board and library staff will not discriminate, on the basis



of gender, ethnic group, age, religious beliefs, or sexual preferences, against any group wishing to use the facilities, as long as said group adheres to these policies.

- The Library Board reserves the right to review and/or refuse future use of any library facility for a group's previous infringement of the rules or policies governing facility use, including a group's refusal to vacate the premises at least 15 minutes prior to closing time.
- Meetings and parties occurring within the facilities must not disrupt the use of the library by others.
- In the event a dispute arises regarding the use of any facility, the final decision rests with the Library Director.
- The clean-up checklist provided each group, for each reserved date, must be completed by the authorized representative of the organization using the facility.

Hours of Availability

- The facility is available for use during normal library hours only. Arrangements can be made to allow groups to occupy the McGinley Room prior to our opening hour of 9 or 10 a.m
- All meetings must conclude 15 minutes prior to the library closing.

Equipment

- The library has a variety of equipment available for meeting room use. Organizations wishing to use special equipment should inform the library staff of their need at the time they submit a reservation form.
- Equipment: LCD projector, video conferencing equipment, laptop(s), projection screen, flannel board, whiteboard and a podium.
- There is a charge for the use of electronic equipment. These charges are intended for replacement of equipment as they deteriorate.
- The library cannot provide operators for any equipment other than the video conferencing equipment. If instructions are required for the use of the projector or laptop(s), it is suggested that a representative of the group make an appointment with library staff well in advance of the meeting.
- In order to provide a satisfactory experience with the video conferencing equipment, a library staff member will need to interview the group representative who wishes to reserve this equipment. The purpose of the interview is to determine how the equipment can best be used to meet the expectations of the group.
- Groups using the kitchen must supply all service equipment and serving products.
- No equipment may be removed from the library.