

## Farnsworth Public Library: Meeting Room Policy

The Bond Meeting Room and the 4<sup>th</sup> floor meeting room are designed primarily for use in library-related activities. These meeting rooms are also available to other individuals and groups, subject to the following policies established by the Library Board of Trustees:

- Meeting rooms may be used for programs sponsored by non-profit government, educational, community service and cultural organizations, and other responsible groups when such use does not conflict with library operations or policies. Meeting room use must be approved by library staff, with the final decision resting with the library director. Appeals may be made to the Board of Trustees.
- The Bond Meeting Room can accommodate 40 people. The 4<sup>th</sup> floor meeting room can accommodate 10 people. Chairs and tables may be arranged as desired, but must be returned to their original placement. The room may not be used for preparing food, and use of alcoholic beverages and smoking are prohibited. The group representative is responsible for the condition and the contents of the room.
- Check the library calendar for library hours and open days at <http://www.ocontolibrary.org/> The rental rate for the Bond Meeting Room is \$5.00 per hour and the rate for the 4<sup>th</sup> floor meeting room is \$2.50 per hour.
- Generally, there will be a charge for meeting room use when it is for a for-profit purpose (conducting interviews, holding meetings, etc.). Generally, there will not be a charge for non-profit organizations or individuals using the rooms for purposes such as studying, attending online medical appointments, etc. The library reserves the right to charge for the use of its meeting rooms, as well as to request collateral (such as a driver's license) to ensure the rooms are left in good condition. Appeals may be made to the Board of Trustees.
- Both reservations and walk-in use of the meeting rooms is available to non-library individuals or groups on a first-come, first-served basis. Reservations are encouraged whenever possible. When payment is required, reservations are not final until the library receives this signed contract along with payment. Room rental charges are nonrefundable.

Reviewed and amended by Farnsworth Public Library Board of Trustees on January 25, 2022

## Farnsworth Public Library: Meeting Room Contract

**I have read and agree to the Library Meeting Room Regulations as stated above.**

Representative's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_

Check one:  Bond Meeting Room  Fourth Floor Meeting Room

Remit signed contract and payment to: Farnsworth Public Library, 715 Main St, Oconto, WI 54153

For Staff Use: Approved By: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_