

ITEM NUMBER: 8.01 a-e  
CHAPTER 8: Facility and  
Equipment  
Management  
CODE: Policy  
COMPUTER ID: FMPRO-1

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Title: Meeting Room Policy  
Effective Date: 01-02-95  
Authorized By: Library Director  
Date of Last Revision: 4-20-2010

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***Library Bill of Rights***

*“VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”*

**USES AND PRIORITIES AMONG USERS:**

Meeting rooms may be used for programs sponsored by groups or individuals.

Use of the room is free.

The priorities are as follows:

Priority 1: LIBRARY: Any part of the Library's own program: staff and board meetings, story hours and programs conducted by the staff, instruction or guidance in the use of the Library.

Priority 2: LIBRARY SPONSORED: A program in which the Library is a sponsor, participant, or co-operating agency such as Friends of the Library, Wisconsin Valley Library Service, The Literacy Council, and other library organizations.

Priority 3: GOVERNMENT: Use by Marathon County and other governmental units.

Priority 4: OTHERS: Use by service agencies, non-profit agencies, the general public, and businesses.

The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. A meeting where an admission or other fee or tuition is charged by a group/individual other than the Library itself, the Library Foundation or the Friends of the Library.

Exhibit  
A

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3. Programs whose purpose is the sale, advertising, or promotion of products or services or includes selling a product or service with the exception of those provided by the Library itself, the Library Foundation, or Friends of the Library.
4. Private parties. A return engagement by a group that has abused the facility, equipment, or library regulations in a previous – use of the room.

MEETINGS IN SEQUENCE:

It is the policy of the Library Board of Trustees to encourage the widest possible use of its meeting room by the community so long as this outside use does not interfere with the normal functions of the Library.

1. A group or individual may have the meeting room on reserve for meetings in sequence, such as every third Tuesday, or every Thursday at 10:00 a.m. up to a maximum of six (6) meetings.
2. If the meeting room is needed by the library for meetings or special programs, the group using the room on a regular basis will be contacted and asked to meet in another location.

ROOM RESERVATIONS:

Meeting rooms are available at all nine library locations in the County. Reservations for Wausau, Mosinee and Stratford meeting rooms must be made with the Library staff at that location.

Meeting rooms at other branch locations (Athens, Edgar, Hatley, Marathon, Rothschild, and Spencer) must be reserved with the village or city in which the library is located.

Reservations for use of the meeting room may be made by telephone, FAX, Internet, or in person with the library staff. This reservation shall include acceptance of responsibility for proper use of the facilities and any library equipment used. Reservations will be confirmed during the Library's open hours. Fax and Internet reservations will be confirmed by Email, FAX, or telephone during the following business day. Copies of the reservation forms are included in Item Number 8.01 e.

The Library Director may grant or deny reservations which appear to be clearly covered by the Library Board's written policies but shall refer exceptional reservations to the Library Board of Trustees for a decision. An applicant may appeal a denial by the Director to the Library Board of Trustees.

The Library should be notified as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

Use of the meeting room is restricted to the hours reserved.

EQUIPMENT RESERVATIONS:

Wireless internet access is available in the Library's meeting rooms. Groups may provide their own laptop computer and projector or reserve the Library's equipment. Setup and technical support is not provided by the Library.

Groups may bring their own AV equipment to use. Additional equipment may be reserved from the Library depending on current availability. No charge will be made for use of the equipment.

ADMISSION:

All programs and meetings shall be open to all members of the public.

CAPACITY:

The Wausau Room has a maximum seating capacity of 99 persons.  
The First Floor Meeting Room (Wausau) has a maximum capacity of 15 persons.  
Stratford has a maximum seating capacity of 30 adults, 50 children.  
Mosinee has a maximum seating capacity of 99 persons.

HOURS:

Meeting rooms may be reserved for hours when the library is normally open. Exceptions will be at the discretion of the Library. Meetings must adjourn no later than 30 minutes before the Library closing time to allow participants time to exit the building by closing time.

REFRESHMENTS:

Refreshments may be served in all Library meeting rooms.  
A kitchen unit is available at Stratford, Mosinee, and the Wausau Room at Wausau.  
No alcoholic beverages will be permitted.  
All Marathon County Public Library buildings are smoke-free.

GENERAL GUIDELINES

The group reserving the room shall be responsible for setting up.

The group must check in with the Information Desk in Wausau or with staff at Mosinee and Stratford immediately prior to obtaining access to the meeting room. Staff will unlock the room and checkout any reserved equipment to the contact person or his/her representative. Any equipment checked out is to be returned to the Information Desk or designated area at a Branch.

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Non-library equipment or materials may not be stored in the meeting rooms without prior permission.

The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

No group may consider the Library its permanent meeting place or use the Library's mailing address or telephone number as its contact information.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

The contact person agrees that the library may give out name and contact information to the public.

Failure to observe the policy may result in loss of meeting room privileges.

**Marathon County Public Library**  
**Meeting Room Reservation**  
[www.mcpl.us](http://www.mcpl.us)  
**300 N 1st St., Wausau WI 54403**  
**715-261-7200 FAX 715-261-7204**

Complete Name of Group & Name of Workshop (if applicable)

\_\_\_\_\_

Name of contact person

\_\_\_\_\_

Email of contact person:

\_\_\_\_\_

Address of contact person:

\_\_\_\_\_

Street

\_\_\_\_\_

City/State/Zip

Phone number of contact person:

\_\_\_\_\_

**Room Requested**

Wausau Room (capacity 99) \_\_\_\_\_ Mosinee (capacity 99) \_\_\_\_\_

Wausau First Floor Room (capacity 15) \_\_\_\_\_ Stratford (capacity 30 adults or 50 children) \_\_\_\_\_

Meeting date \_\_\_\_\_ Day of the Week \_\_\_\_\_

Time: Start time \_\_\_\_\_ End time \_\_\_\_\_ **(no later than 30 minutes prior to library closing)**

Expected Attendance \_\_\_\_\_ There is a 2 hour limit on parking in the Wausau Library lot. Please use one of the nearby parking ramps to avoid fines.

**Equipment Needed**

Laptop \_\_\_\_\_ White Board \_\_\_\_\_

Projector \_\_\_\_\_ Podium \_\_\_\_\_

TV/DVD \_\_\_\_\_ Other (Specify) \_\_\_\_\_

I agree to abide by the meeting room policies of Marathon County Public Library.

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Date

\_\_\_\_\_

MCPL Staff

\_\_\_\_\_

Date