

Horicon Public Library

Small Meeting Room Policy

The Library Director or the Library Worker in Charge (on short notice) will decide which individuals or groups may use the Small Meeting Room, subject to appeal to the Library Board.

The Small Meeting Room's capacity is 12.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library Staff or Board.

The room may be reserved no more than ninety days in advance.

Other than meetings by the Library Staff for Library purposes, the room may be used by individuals or groups only during hours when the Library is open. In the event of an emergency, such as inclement weather or a loss of electricity, the Library reserves the right to close the Library and cancel all use of its meeting rooms.

It is understood that library programming will have first priority in room use.

There will be no charge for use of the meeting room.

No admission may be charged by the group. Fund raising and sales are not permitted. Solicitation of Library patrons or Staff is not permitted on Library grounds.

The Small Meeting Room is not intended for social functions (such as birthday parties, showers, company parties, mixers, etc.).

Refreshments may be served and shall be provided by the group. The individual or group will remove their own garbage. The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual may be denied future access to the meeting room. If Library Staff determine that the meeting room has not been left in satisfactory condition, a cleanup charge of at least \$25 may be assessed.

Individuals or groups using the Small Meeting Room must abide by rules that apply to the Library or other meeting rooms in City Hall; No smoking or alcohol are allowed.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and Staff do not assume any liability for groups or individuals attending a meeting in the Library.

Prompt notification to the Library of the cancellation of an event is much appreciated.