

# Horicon Public Library

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## Meetings at the Library Policy

The Horicon Public Library has shared use of the lower meeting room in the City Hall building. Since this room is available, and since meetings in the Library disrupt other users, meetings will no longer be allowed in the Library. The following are exceptions:

1. Since the Library provides a more conducive atmosphere for discussion, and since the Library seeks to promote reading, book discussions can be held in the Library during low-use periods.
2. When two people are meeting quietly, for example, a literacy counselor and student, they can remain in the Library.

The Library Bill of Rights states:

"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 of groups requesting their use."

## Availability

The Library has the use of the Lower Meeting Room generally on Tuesdays and Thursdays. **The Lower Meeting Room must be used during Library hours; otherwise the room must be booked through the City Clerk's Office.** Groups wishing to use the room cannot book it more than 2 months in advance. The 2-month restriction does not apply to the Library, which can book programs when needed. The Friends of the Library are also exempt from the 2-month restriction since they are working with the Library to promote Library functions. The Library has first priority in booking the room and can ask a group to reschedule if the Library needs the room during a previously scheduled period. Otherwise, the Lower Meeting Room will be booked on a first-come-first-served basis.

1. **Permissible meetings:** The Lower Meeting Room will be booked to groups primarily serving the needs of the community. Library sponsored events will have priority.

- a. Library meetings and programs
- b. Civic betterment organizations
- c. Cultural and artistic groups
- d. School, service and social welfare groups
- e. Government organizations
- f. Other meetings not covered by exclusions

2. **Exclusions:** Groups that the City of Horicon excludes from using the Lower Meeting Room may not book the room through the Library. Civic non-profit groups may not use the lower meeting room - (i.e.-Boyscouts, Girlscouts, Kiwanis, Lions, etc.) These groups have use of the Kiwanis building, and must use that first. If that is already booked, then they may use the Lower Meeting Room. Please note that groups listed in the exclusions may rent the Lower Meeting Room, when not in use. Persons interested in renting the room should contact the City Clerk's office.

3. **The Lower Meeting Room may not be used for:**

- a. Fundraising purposes; however, planning and training for fundraising by

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recognized local community service agencies is permitted. Exceptions may be made for Library sponsored events, and programs presented by groups affiliated with the Library.

- b. Programs involving the sale, advertising or promotion of products or services.
- c. Programs intended to recruit persons for later fee-based programs.
- d. Programs intended to promote or create business opportunities.
- e. Groups conducting profit-making activities.
- f. Groups charging admission for attendance. The only exception to this rule will

be when paid registration fees are necessary to cover expenses for 1 or 2 day institutes held in cooperation with the Library, or payment of fees for noncredit education courses conducted by established educational institutions or organizations. In either case, special permission must be obtained from the Library Director.

- g. Groups holding religious services or giving religious instruction.
- h. Personal or family purposes.
- i. Group activities involving more than normal wear and tear on the meeting

room.

- j. A return use by a group that has abused the facilities or regulations in its earlier use of the Lower Meeting Room.