MEETING ROOMS POLICY

PURPOSE

The Oak Creek Civic Center's Program and Meeting Rooms fall under the control and custody of the Oak Creek Public Library Director and Oak Creek City Administrator. Use of the Civic Center's Meeting Rooms is subject to the application review and approval of the Oak Creek Public Library Director or his or her designee. Neither the Library nor the City is in any way affiliated with the events scheduled in or agencies using the Meeting Rooms; it simply provides the venue for such events.

In making the meeting room available to the public, the Library Board subscribes to the tenets of the American Library Association's *Library Bill of Rights* which states in part, "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."

Usage Groups and Fees

The primary purpose of these rooms is for Library or City related activity. The Library and City of Oak Creek, including board and commissions, the Friends of the Library, Library Foundation and individuals and organizations affiliated with and/or partnering with the Library and/or City to provide Community Programs will not be charged a fee to use any Civic Center meeting spaces. Library study rooms 1 – 7 and Tutor Room – Yellow are available free of charge. All other groups and organizations requesting use of Civic Center Meeting Rooms shall be classified as follows:

Class A – Oak Creek Resident Non-Profit and Charitable Organizations

- An Oak Creek Resident Organization is defined as a group having more than 50% of its members residing in the City of Oak Creek.
- Must show proof or non-profit status
- Must show proof of resident status

Class B – Oak Creek Resident for Profit Activities

- An Oak Creek Resident Organization is defined as a group having more than 50% of its members residing in the City of Oak Creek.
- Must show proof of resident status

Class C – Non-Oak Creek Resident Organization

Class D – Social Activities (available in the Multi-Purpose and Storytime Rooms only)

Usage Fees

The Oak Creek Civic Center offers a variety of types and sizes of meeting rooms available for public use. Please see the Civic Center Meeting Room Fee Schedule for exact rental fees.

All users must submit fee upon application approval. All funds shall be paid to the Oak Creek Public Library.

Application Process

- Application forms can be found online at www.oakcreeklibrary.org. Online applications can also be accessed at the Civic Center.
- Users are responsible for reading and understanding the Meeting Room Policy and Procedure/Guidelines issued with the application.
- Dates and times of use are allocated on a first-come, first-served basis.
- Usage fee must be paid upon approval of application. The fee will be refunded only if cancellation is at least 2 weeks before the scheduled event.
- Reservations are not considered confirmed until a signed application has been approved.
- Application and other required material must be submitted at least two weeks prior to the scheduled meeting date. Applications may be made up to three months in advance. Reservation guidelines may be modified with the approval of the Library Director and City Administrator.
- A representative of each group must provide a signed copy of the meeting room policy signatory page, one week prior to using any Civic Center room. The library will keep the signed copy on record for 1 calendar year at which point each group will need to resubmit the policy signatory page.
- The Library Director, City Administrator or his or her designee must approve meeting room use hours.
- Series of up to twenty-four meetings per year are allowable under this policy. Requests for series requiring twenty-five or more dates are allowable subject to the approval of the Library Director and City Administrator and may require an additional fee agreement.
- Rooms may be reserved for a maximum of 4 hours per day. Requests for usage requiring more than 4 hours are allowable subject to the approval of the Library Director and City Administrator and may require additional fees.
- An officer or representative of the scheduling organization at least 18 years of age must sign the application.
- Users must confirm room reservation 48 hours before event.
- Meetings are publicly noticed by the Library and City within the building and on the Library and City websites. A copy of the organization's flyer, press release, or other promotional material must be submitted for such notice. Notices may in no way state that the Library or City is a sponsor or endorser of the event. Notices may only state the appropriate Civic Center Meeting Room as the location for scheduled events.

Room uses

- The capacity of the various Civic Center meeting rooms are as follows. These capacities cannot be exceeded.
    - Multi-Purpose Room (Capacity: 150)
    - Common Council (Capacity: 80)
    - Tower Room (Capacity: 15)
    - Lake Vista Room (Capacity: 12)
    - Heritage Room (Capacity: 10)
    - Delphi Room (Capacity: 10)
    - Storytime Room (Capacity: 55)
    - Business Center (Capacity: 8)
    - Technology Training Center (Capacity: 20)
    - Study Rooms 1, 2, 3 and 4 (Capacity: 4) *
    - Study Rooms 5, 6, 7 (Capacity: 6)*
    - Tutor Room – Yellow (Capacity: 4)*

      See library staff for more information about reserving library study and tutor rooms.

- Civic Center staff may reassign a group's room assignment based on need. Fees would be modified to reflect any room changes.
- No advance deliveries can be accepted for meetings. Materials cannot be stored at the Library or City Hall before or after a meeting.
- All Civic Center meeting rooms are equipped with a variety of media and technology equipment. A designee or designees or groups wishing to utilize such equipment must take a staff lead training class before meeting room equipment will be made available for the group. The individual(s) that received the training must be present in order to use any equipment. A fee per individual / per training session will be assessed. Each room may require its own training session. Training must be renewed each calendar year (or as new equipment is introduced).
- Meeting room users may request Civic Center staff to set up or clean up individual meeting rooms as staffing allows. Additional charges will apply.
- When special arrangements are needed during a meeting, or an emergency arises, the person responsible for the meeting should contact the Reference Librarian at the 2nd Floor Service Desk.
- Meeting rooms are available:
    - Monday – Friday: 9:00 am – 7:30 pm
    - Saturday: 9:00 am – 3:30 pm
- Users must abide by the Program Room Procedures & Guidelines (issued during the application process).
- Light refreshments may be served in the Multi-Purpose and Storytime Rooms. Lidded beverages are allowed in all other meeting rooms. Food is not allowed in any other rooms. Members of the group are responsible for bringing all serving equipment, supplies, etc., for food setup and cleanup. See Non-Compliance Policy section below regarding excess cleanup, etc.
- Users must vacate the meeting rooms 30 minutes before the library closes.

Conduct

- The Library Patron Behavior Policy must be observed at all times.
- Use of the room cannot be disruptive of the programs and activities of the Civic Center.
- No unlawful activity is permitted on Civic Center premises.

Cancellations / No-Shows

- The Library must be notified as far in advance as possible of cancellations so as to inform the public of cancellation; and if applicable, the rescheduling of the meeting.
- Usage fees will be refunded only if cancellation is at least 2 weeks before the scheduled event.
- Repeated cancellations or failure to keep appointments for meetings will be cause for denial of future meeting room requests.

Non-compliance Policy

- Non-compliance with meeting room policies and procedure/guidelines will result in loss of meeting room privileges.
- If, following a meeting, additional staff assistance is needed to clean the facility, or if any part of the Meeting Room or its contents are damaged and require repair/replacement, groups will be billed. Future meeting room use may be denied at the discretion of the Library Board or its designee.
- Meeting Room users are NOT representative of the Library, the City or its operations.

Adopted by the Library Board of Trustees and
Oak Creek Common Council December 15, 2015