

## Campbellsport Public Library Meeting Room Policy

### Purpose

The Campbellsport Public Library encourages the use of its meeting rooms for the benefit of the community, providing the use does not interfere with the normal functions of the Library or its mission statement.

### Policy and Regulations

1. Meetings are scheduled on a first come, first served basis.
  - Meeting room facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
2. Meeting room may be used for:
  - Meetings which are open to the public
  - Public lectures, panel or discussions, film and slide presentations, workshops and similar functions held by non-profit groups
  - Educational, cultural, intellectual, governmental or charitable activities by non-profit groups
  - Tutoring
3. Rooms may be used with a charge of \$65 for
  - Company business meetings
  - Small group celebrations
  - Programs, including educational classes or seminars, which charge a fee
  - Programs where products, services, or memberships are advertised, solicited or sold

*\* Groups wanting to use the meeting room on a weekly basis may negotiate a reduced rate with the Library Board Trustees.*

*\* The Director may prohibit programs which do not meet Library standards.*
4. Rooms may not be used for
  - Gambling, in any form
  - Any purpose which may interfere with the regular operation of the Library
5. Groups of young people under the age of 18 years of age must have the Meeting Room Agreement signed by a sponsoring adult who must also be present at the meeting.
6. Users of the meeting room will follow the terms and conditions outlined in the Meeting Room Agreement, made available when booking the room.
7. Library Staff may attend or observe any meeting or program at any time.
8. Use of the library meeting room does not imply endorsement by the Library Staff or Trustees of the viewpoints presented.
9. Library use of the meeting room is a first priority and in light of the special relationship that the Library shares with other Village Departments, to make special accommodations for Village Department needs and cancel a reservation if the room is needed for such purpose. Whenever possible, a 24-hour notice will be given. This right will not be exercised except in emergency situations.
10. Americans with Disabilities Act Compliance must be observed by all groups utilizing the meeting rooms. This requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.
11. The Campbellsport Library is not responsible for equipment or materials owned by a group or individual. Such equipment may not be stored at the Library unless the Library Board Trustees grant special permission.
12. Users agree to abide by all regulations of the Library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
13. **[Insurance]** If, in the opinion of the Library Director and / or Library Board of Trustees, the activity request implies any form of hazard, risk or liability, the user shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Campbellsport Public Library. Such insurance must name the Village of Campbellsport as "Additional Insured" and shall give the Library 10 days prior notice in writing in the event of cancellation of the policy.

14. **[Hold Harmless]** To the extent permitted by law, the User agrees to indemnify, hold harmless and defend the Campbellsport Public Library from and against any and all losses, claims, liabilities and expenses, including reasonable attorney fees, if any, which the Campbellsport Public Library may suffer or incur in connection with User's use or misuse of the library property and/or meeting room. In addition, neither the Campbellsport Public Library, nor any of its officers, agencies or employees, shall be responsible or liable for personal injuries, of any kind, loss of, or damage to, personal property of User occurring as a result of activities being conducted on library property by User, its agents, employees, invitees or customers. If it becomes necessary for the Campbellsport Public Library to defend any action seeking to impose any such liability, the User will pay the Campbellsport Public Library all costs of court and reasonable attorney's fees incurred by it in such defense (only to the extent same are occasioned by the User refusing to indemnify the Library as provided hereunder), in addition to any other sums which the Campbellsport Public Library may be called upon to pay by reason of the entry of a judgment or decree against the Campbellsport Public Library in the litigation in which such claim is asserted.

*All items in this policy are under the discretion of the library director and board and are subject to change.*