

Rules When Using the Library Meeting Rooms

1. To unlock the side entrance door use the allen wrench - hold down bar, insert wrench and wind until bar stays down (in).
2. The oven, refrigerator, microwave, coffee pot, DVD player, LCD projector, projection screen, AV cart, sound system with microphones, chairs and tables may be used. Please inform library staff of which items you will need in advance of using the room, as some items require additional set up.
[Tables are located in room along back hallway (behind kitchen)]

Complete the following steps to be eligible to receive your \$25 cash deposit back.

3. Clean up must be done before leaving the premises.
 - Bring your own dishcloths, dish towels, detergent and garbage bags.
 - Wipe cupboard tops and tables and leave sinks clean.
 - Carpets need to be vacuumed. The vacuum is located in storage room in the kitchen.
 - Empty garbage cans and replace garbage bags. Garbage and recycling may be deposited in the dumpsters at the north end of the parking lot.
 - Put furniture in the same position as you found it, unless otherwise instructed.
 - You may decorate using removable tape only (no tacks or nails) but please remove all decorations and tape when finished.
4. Before leaving please ensure:
 - The oven and the burners are turned off.
 - The refrigerator and freezer doors are closed tightly.
 - Bathroom toilets are flushed and sink water is not running.
 - Turn off lights in both bathrooms (switches are located by the doors), the kitchen (located by the sink on the meeting room side) the downstairs hallway (switch across from the elevator) and the upstairs hallway (switch across from the elevator) stairwells (switches next to both doors)
 - Lock the door – insert allen wrench and wind until the bar stays up (out).
 - Make sure that the door closes tightly behind you.
5. Return the key by depositing it in the overnight book drop next to the southeast entrance or return the key to the front desk the next business day.
6. **DO NOT REMOVE ANYTHING FROM THE PREMISES.**
7. A copy of the rules is posted in the meeting room kitchen.

User will be held financially responsible for additional cleaning or repair of any intentional or unintentional damage done to the library building, property or its contents by your rental.

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

In case of an emergency call 911

In case of facility problems call the director at 920-960-0323

Campbellsport Public Library Meeting Room Agreement

Users of the meeting room and facilities will abide by the following terms and conditions:

Meeting Room Hours

- Available during regular library hours and during non-operating hours by advance reservation.

Reservation of the Meeting Rooms

- The Library meeting room can be reserved by calling the Library or by stopping in during regular hours.
- Reservations may be made up to 60 days in advance and will be confirmed when agreement is signed and (if applicable) the rental fee is paid.
- Charge for meeting room is \$75 per day for programs charging a fee, business meeting or small group.
 - *There is a \$25 cash deposit required for each rental. If all rules are followed, deposit will be refunded.*
- Reservation must be canceled with at least 48-hour notice for the fee to be refunded.
- Reservation of the library basement does not include use of the small room or the contents therein. The doors of the small room will be locked and must remain locked during the duration of the event.

Equipment

- Equipment available for use includes the following: DVD player, AV cart, projection screen, coffee pot, oven, refrigerator, chairs and tables.

Refreshments

- No alcoholic refreshments of any kind will be allowed at a public event.
- Private parties may responsibly serve alcohol if all alcohol and the empty containers are removed immediately after the event.

Keys, Locks and Lights

- User is responsible for keys in his/her possession. Keys may not be used by unauthorized persons.
- Exit doors shall remain clear and not be blocked off in case of an emergency.
- User is responsible for turning off all lights, with the exception of night lights.
- Please see the meeting room rules for location of light switches and directions for using the allen wrench (to lock door in open position).

Cleaning

- Decorations must be completely taken down.
- Cleaning is to be done immediately after the conclusion of the event, including vacuuming.
- Garbage must be bagged and taken to the dumpster.
- Recyclable materials must be placed in the blue recycling bin and taken to the dumpster.

Use of Premises

- Users will receive the premises in good condition and sanitary order.
- Users will be held responsible and pay for any damage to the premises and/or equipment.
- The Campbellsport Public Library is a smoke-free building.

Conduct

- Violation of any segment of this agreement and/or Village codes will be just cause for the denial of future reservation of Library facilities. Rowdy behavior or disturbances to adjacent residential neighborhood will be just cause for immediate cancellation of the activity by the Campbellsport Police Department (one warning will be given to the organization before cancellation).
- *User will be held financially responsible for additional cleaning or repair of any intentional or unintentional damage done to the library building, property or its contents by your rental.*

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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. Room may be used with a charge of \$75 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

** The Director may prohibit programs which do not meet Library standards.*

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

** There is also a \$25 cash deposit required for each rental. If all rules are followed, deposit will be refunded.*
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. In light of the relationship 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.

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