

Marinette County Consolidated Public Library Service Meeting Room Policy

The MCCPLS meeting rooms are available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Director if extenuating circumstances are involved.

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 Service staff or Library Service Board.

The room may be reserved no more than sixty days in advance, unless otherwise approved by the Director.

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

Use of the rooms is free to local non-profit organizations and not-for-profit businesses or persons.

There is a non-reimbursable fee, \$50.00/half day; \$100.00/full day, per scheduled use for the use of the meeting rooms by for-profit organizations and businesses and those from outside of Marinette County (half day = 4 hours or less; full day = 4+ hours).

No admission may be charged by the group.

Refreshments may be served and shall be provided by the group. No smoking or alcohol is allowed.

Use of the attached Service Room (at Stephenson Library) is included in the WPS Room reservation.

Meeting Rooms must be vacated 15 minutes prior to the closing of the library.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

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

Nothing may be attached to walls, ceilings, doors or furniture of any of the rooms. No signs or posters promoting a meeting or program may be placed anywhere in the library without the permission of the Director or staff in charge.

Storage of supplies or equipment belonging to users of the rooms is not permitted.

There is no telephone service in the meeting or conference rooms. Library staff is not available to accept calls or relay messages for persons using the meeting rooms.

The library does not provide neither porter service to transport supplies to or from neither meeting rooms, nor does it provides staff to operate equipment in meetings.

Failure to comply with these rules will result in termination of the violator's meeting room privileges.

Approved by the MCCPLS Board 8/18/22