

Title: Meeting Room Policy Chapter: Services Approved By: Library Board of Trustees	Document Type: Policy Document Number: 10.07 Original Effective Date: 2/27/2014 Date of Last Revision: 10/15/2025
--	--

Meeting Room Policy

Mead Public Library Vision

We aspire to create a vibrant, informed and cohesive community.

Mead Public Library Mission

We connect people with ideas, resources and technology to educate, entertain and empower.

Mead Public Library Values

Service, Inclusiveness, Innovation and Enrichment

Library Bill of Rights

“VI. 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.”

PRIORITIES AND USES AMONG USERS:

The priorities are as follows:

Priority 1: **LIBRARY SPONSORED:** A program in which the Library is a sponsor or is a co-sponsor, such as: staff and board meetings, story hours and programs, or events sponsored by the Mead Public Library Foundation or Friends of the Mead Public Library.

Priority 2: **GOVERNMENT:** Use by the City of Sheboygan and other governmental units.

Priority 3: **OTHERS:** Use by service agencies, non-profit agencies, local businesses and the general public.

The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. A meeting where an admission fee is charged by a group/individual other than by the Library itself, the Library Foundation, the Friends of the Library, or without prior permission of the library director.
3. The sale, advertising, or promotion of products or services with the exception of those provided by the Library, the Library Foundation, or the Friends of the Library.
4. Meetings that are closed to the public (rooms must be open to the public and library staff at all times).

The library reserves the right to refuse meeting rooms bookings for a return engagement by a group that has abused the facility, equipment, or library regulations in a previous use of the room.

RECURRING MEETINGS:

It is the policy of the Library Board of Trustees to encourage the widest possible use of its meeting rooms by the community so long as this outside use does not interfere with the normal functions of the Library.

1. A group or individual may have a meeting room on reserve for recurring meetings, but can only reserve rooms for a maximum of three months in advance.
2. If the meeting room is needed by the library for meetings or special programs, the group using the room on a recurring basis will be contacted and asked to meet in another location.
3. The Library reserves the right to refuse meeting room bookings for groups whose recurring use of a room monopolizes that space and interferes with the ability of other groups to meet.

ROOM RESERVATIONS:

Meeting rooms must be reserved for hours when the library is open. Exceptions will be at the discretion of the Library Director. Meetings must adjourn no later than 15 minutes before the Library closing time to allow participants time to exit the building by closing time. Reservations for all meeting rooms, with the exception of the two Public Conference rooms, must be received at least 24 hours prior to the meeting date to allow sufficient time for processing.

The application must be signed by an authorized adult representative of the group who shall remain on-site and be personally responsible for the conduct of the meeting and for any damages.

The Library should be notified as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

EQUIPMENT RESERVATIONS:

Wireless internet access is available in the Library's meeting rooms. Groups may provide their own equipment or reserve the basic presentation equipment provided by the library. Primary setup of the equipment is expected to be performed by the individual or group that reserved the equipment. Library staff may assist with technical support based on availability. No charge will be made for use of the library-provided equipment.

ADMISSION:

All programs and meetings shall be open to all members of the public.

ROOM SPECIFICS:

Please visit the Library website or contact the Library directly for up-to-date information on room specifications, including intended ages, a/v equipment availability, and capacity limits.

HOURS:

Meeting rooms may be reserved for hours when the library is normally open. Exceptions will be at the discretion of the Library Director. Meetings must adjourn no later than 15 minutes before the Library closing time to allow participants time to exit the building by closing time.

REFRESHMENTS:

Refreshments may be served in all Library meeting rooms. No alcoholic beverages will be permitted, unless granted prior permission by the Library Director. All City of Sheboygan buildings are smoke-free.

GENERAL RULES OF USE:

Chairs and tables are available for groups to set up to meet their needs. Because of limited staff, the library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use. The responsibility for setup and cleanup is assumed by the group using a room. Chairs and tables must be returned to their original arrangement following a meeting.

The group must check in with staff at the nearest service desk immediately prior to obtaining access to the meeting room. Staff will unlock the room and check out any reserved equipment to the contact person or his/her representative. Any borrowed equipment must be returned to the service desk at which it was checked out.

Non-library equipment or materials may not be stored in the meeting rooms or elsewhere in the building without prior permission.

The contact person is responsible for maintaining safety regulations, including room capacity. The library reserves the right to charge the contact person for cleaning, maintenance, and other costs due to any damages caused by participants at the meeting. The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

No group may consider the library its permanent meeting place or use the library's mailing address or telephone number as its contact information.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

The contact person agrees that the library may give out their name and contact information to the public upon request and that it may be posted on the events calendar if the reservation is publicly viewable.

Failure to observe the policy may result in loss of meeting room privileges.

The library director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy or the Library Code of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the application, the history of the group's meeting room use in the Library, and such other information as he or she may deem appropriate.

A meeting room is not considered reserved until the application is received, approved, and confirmed by the library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

A meeting room left unattended for 1 hour, without prior notification of library staff, will be considered abandoned and the reservation forfeited for the remainder of the day.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the library must clearly state that the meetings are not sponsored by the Mead Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.

Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.

Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the library staff may be removed from the walls.

Parents or caregivers who bring children to meetings in the library are responsible for those children. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended elsewhere in the building.

The library does not provide assistance or equipment for carrying supplies or equipment in or out of meetings.

Political meetings are acceptable for the discussion of issues but not for fundraising, party caucuses or meetings closed to the public.

Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.

The library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.

Library personnel must have free access to the meeting room at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The meeting room policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing