



# MEETING ROOM POLICY

Thank you for choosing the meeting facility at our library locations. The meeting rooms are available to organizations that wish to promote an open forum for knowledge, ideas, and cultural enrichment.

Meeting room requests should be made online by going to our website at [www.lacrosselibrary.org](http://www.lacrosselibrary.org).

Due to demand, reservations are only accepted six months in advance.

## Availability

The library meeting rooms are available for public use as indicated below. They are available on a first-come basis. Please note that rooms are **not** available prior to the library opening time. Keep this in mind when scheduling if you need setup time prior to the start of your event.

Rooms may be scheduled at **MAIN**:

Monday - Thursday	9:00 a.m. - 7:45 p.m.
Friday	9:00 a.m. - 5:45 p.m.
Saturday (Trustees Room Only)	9:00 a.m. - 4:45 p.m.
Sunday (Trustees Room Only)	1:00 p.m. - 4:45 p.m.

Rooms may be scheduled at the **NORTH and SOUTH**:

Monday - Wednesday	12:00 p.m. - 6:45 p.m.
Thursday - Friday	10:00 a.m. - 4:45 p.m.
Saturday	1:00 p.m. - 4:45 p.m.

## Meeting Room Regulations

- The public meeting rooms are **not** available for
  - fundraising or for-profit activities,
  - purely social functions (e.g. receptions, birthday parties, showers, etc.) or
  - activities that by their nature are or could be disruptive to normal library operations (e.g. loud rallies or ceremonies). Noise resulting from public use of meeting rooms must fall within levels that are acceptable and consistent with normal library operations.
- No sales are allowed on any library property.
- Meeting rooms are primarily designed for La Crosse Public Library programs and use. When not in use by the Library, meeting rooms can be used for a rental fee by community groups and organizations.
- The Library may cancel confirmed reservations to accommodate La Crosse Public Library sponsored activities. Library staff will notify meeting room users in the event of cancellation.
- The Library reserves the right to review each prospective use and determine whether or not that use falls within the La Crosse Public Library meeting room guidelines. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to Library service, abusive or dangerous to the building, Library materials, exhibits, furnishings or individuals in the building.
- General courtesy and safety are expected. Individuals responsible for the meeting must ensure that all attendees know where the fire exits are located.
- All three locations of the La Crosse Public Library facilities are smoke-free and alcoholic beverages are not permitted in any building.
- Library staff or representatives may enter any of the rented premises at any time and on any occasion.
- Animals (with the exception of Seeing Eye or registered assist dogs) may not be brought onto Library premises unless a part of a Library sponsored program.
- It is the responsibility of the user organization to comply with the provisions of ADA (Americans with Disabilities Act), including providing an interpreter, if requested. The meeting rooms at the North Library are not wheelchair-accessible. Users of this space will have to navigate stairs.

## **Food/Beverages**

- Food and non-alcoholic beverages may be served in the library meeting rooms. If there are spills or stains to the carpet or furnishings of the room, the users may incur additional cleaning charges.
- The Main Library has a kitchenette that may be used if it is part of the original auditorium reservation. The space includes a refrigerator, sink, microwave and coffee maker. Users must provide their own utensils.
- Pre-made, box lunch, or catered food only. Crockpots are not permitted.

## **DVD/Video Showings**

User organizations agree that they will comply with copyright laws and will secure necessary performance licenses for DVD/video showings and exempt the library for any failure to do so.

## **Equipment/Materials**

- The library is not responsible for equipment or material owned by an organization and used in the library. Equipment and materials owned by others may not be stored at the library.
- No organization may list the address of any of the La Crosse Public Libraries as its official address without permission from the Library Director.
- There is no charge for the use of the equipment. Equipment should be reserved at the time the room is reserved.  
**The library cannot provide operators for the equipment. If instruction is required for equipment operation, a representative of the group must set up an appointment with the meeting room coordinator in advance.**

## **Cancellations**

Please call at least 24 hours in advance to cancel a meeting room reservation in order to avoid responsibility for payment.

## Vacating the Rooms

- Users are expected to vacate rooms at the scheduled time. The same room may be used by several groups on one day and your cooperation is essential in providing clean, ready-to-use rooms for all parties.
- Users are expected to clean up the kitchen and meeting rooms when they have finished using the space.
- All meeting rooms must be vacated 15 minutes before closing time which means no later than the following times listed. A \$100 fee may be charged if a group occupies the room beyond these times.

Rooms must be vacated by these times at **MAIN**:

Monday - Thursday	7:45 p.m.
Friday	5:45 p.m.
Saturday (Trustees Room Only)	4:45 p.m.
Sunday (Trustees Room Only)	4:45 p.m.

Rooms must be vacated by these times at **NORTH and SOUTH**:

Monday - Wednesday	6:45 p.m.
Thursday - Friday	4:45 p.m.
Saturday	4:45 p.m.

## Fees

- **Fees are to be paid the day of the meeting. Prepayment of meeting room charges are not accepted.** Please direct the person responsible for making the payment to the circulation desk. Once paid, room access can be granted.
- Meetings and events which are sponsored by the Library in support of its mission and goals, or are sponsored by departments or agencies of the State of Wisconsin and the City and County of La Crosse are exempt from rental fees.



- Courses that require tuition or registration offered by established educational institutions may use the meeting space and collect fees as necessary.

<b>Room</b>	<b>Theatre Seating</b>	<b>Conference Seating</b>	<b>Banquet Seating</b>	<b>U-Shape</b>
<b>Main - Auditorium</b> <b>RATE:</b> \$50/Hour; \$200/Day	100	48	48-96	34
<b>Main - Trustees Room</b> <b>RATE:</b> \$10/Hour; \$50/Day			10	
<b>South - Conference Room</b> <b>RATE:</b> \$10/Hour; \$50/Day	30	18	24	12
<b>North - Small Conference Room</b> <b>RATE:</b> \$10/Hour; \$50/Day			12	
<b>North - Large Conference Room</b> <b>RATE:</b> \$10/Hour; \$50/Day	30	18	24	12

## Billing

For organizations that require purchase order billing, a \$5.00 service charge will be added to the cost of the meeting room charge. Non-payment of fees will restrict future scheduling of meeting rooms until accounts are cleared.

## Contacts

If you require more information or clarification, contact the respective meeting room coordinators.

<b>Contact's Name</b>	<b>Phone</b>	<b>Email</b>
Melissa Hall	608-789-7130	mhall@lacrosselibrary.org

