

# Meeting Room Use Policy

## **Last Updated Date**

March 10, 2026

All La Crosse Public Library meeting rooms are available to organizations and individuals that wish to promote an open forum for knowledge, ideas, and cultural enrichment or require dedicated space for personal or professional work with minimized interruptions.

Reservation requests may be made online by going to our website at [www.lacrosselibrary.org/reserve-room](http://www.lacrosselibrary.org/reserve-room) or by speaking with a staff member during open hours.

## **Small Meeting/Multipurpose Rooms**

Small meeting/multipurpose rooms have a time limit of 120 minutes. Once the two-hour limit has been reached, visitors may check with staff in-person to see if additional time is available.

Only one advance reservation is permitted at a time. Reservations may be made from one day up to one month in advance.

Personal items may not be left unattended for any period of time. Library Staff reserves the right to remove unattended items to allow others to use multipurpose spaces. Library staff reserve the right to ask individuals or groups to vacate a reservable room if behavior exhibited violates library policies.

## **Availability**

Due to demand, reservations are not accepted MORE THAN six months in advance for large meeting spaces; reservations for small study rooms can be made no more than 30 days in advance.

Library reservable rooms are available for public use during open hours until 15 minutes prior to closing. Reservations are available on a first-come basis. Reservation start times, including those for set-up and take-down, must be during regular library business hours.

## Room Regulations

- Large capacity meeting spaces are designed for La Crosse Public Library programs and use. When not in use by the library, these spaces may 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 retains the right to monitor all meetings, programs, and events conducted on the premises to ensure compliance with library regulations.
- While disruption to your event is unlikely; library staff will have free access to rooms at all times.
- The public meeting rooms are **not** available for:
  - Non-library sponsored fundraising or for-profit activities.
  - Purely social functions (e.g. receptions, birthday parties, showers, etc.)
  - 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.
- Library sponsored sales are allowed on library property.
- Only library and library-sponsored events appear in the public view on the La Crosse Public Library's events calendar. The library does not promote non-library events/programs on the website or events calendar.
- Library staff will not be able to answer questions by members of the public regarding reservations for non-library events/programs taking place at the library.
- In the event of a library closure, the reservation will be canceled. A library staff member will contact the individual who made the reservation as soon as possible in the event of an unexpected closure.
- The library reserves the right to review each prospective use and determine whether that use falls within the La Crosse Public Library policies and 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.
- The La Crosse Public Library facilities are smoke-free, vape- and tobacco-free, and alcoholic beverages are not permitted in any building.
- Animals are not permitted on library premises, including in meeting rooms, except for service animals as defined by the Americans with Disabilities Act (ADA), or animals that are 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.

### **Food/Beverages**

- Food and non-alcoholic beverages may be served in large meeting rooms only. If there are spills or stains to the carpet or furnishings of the room, the users may incur additional cleaning charges.
- No food is allowed in small meeting/multipurpose on the second floor of the library. Drinks are allowed in covered containers.
- The Lower-Level Auditorium has a kitchenette that may be used if it is part of the original auditorium reservation. The space includes a refrigerator and a sink. Users must provide their own tableware.
- Pre-made, box lunch, or catered food only. Outside kitchen and cooking appliances 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/Set up**

- The library provides tables, chairs, etc. for meeting spaces; however, the library cannot provide room set up. Representative(s) of the group is responsible for any room set up and for returning the space to its standard set up following use.

- 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 library equipment. Audiovisual media equipment available varies by meeting room and library location. Specific audiovisual equipment requests should be indicated at the time the room is reserved. Equipment availability must be confirmed by staff.
- 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 library staff in advance.
- Damages to library equipment will be assessed and charged accordingly.

### **Cancellations**

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

### **Cleaning / Vacating the Rooms**

- Users are required to clean and vacate rooms at the scheduled time. Time after closing for cleanup will not be allowed, so any use of the space must take that into account when scheduling. 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 required to clean up the meeting rooms when they have finished using the space. Including kitchens, wiping down tables, vacuuming, etc.
- Users are required to break down any tables and chairs that are used.
- Users are required to shut down and secure any equipment that was used.
- All meeting rooms must be cleaned and vacated 15 minutes before closing time. Groups that fail to properly clean the space and vacate the room as required are subjected to an additional \$100 fee.

- Non-profit organizations are subject to the same cleaning fees.

## **Fees**

- Fees are to be paid on the day of the meeting. Prepayment of meeting room charges is not accepted.
- Please direct the person responsible for making the payment to the Welcome desk. Once paid, room access can be granted.
- The following are exempt from rental fees but donations to help offset meeting room costs are graciously accepted:
  - Meetings and events which are sponsored by the library in support of its mission and goals
  - Sponsored by City of La Crosse departments
  - City of La Crosse-recognized neighborhood associations
  - Non-profit organizations (501(c)(3))
  - Agencies of the State of Wisconsin and the City and County of La Crosse
  - Courses that require tuition or registration offered by established educational institutions may use the meeting space and collect fees as necessary.
  - Individuals and small groups using small multipurpose/meeting rooms for non-commercial purposes, including studying, tutoring, quiet work, meetings that do not exceed room capacity.

## **Rooms/Costs**

La Crosse Public Library - **Lower-Level Auditorium (Auditorium B)**

Max Seating: 100

\$100/Half Day; \$200/Day

La Crosse Public Library - **Main-Level Auditorium (Auditorium A)**

Max Seating: 100

\$100/Half Day; \$200/Day

**Contacts**

If you require more information or clarification, contact [meeting@lacrosselibrary.org](mailto:meeting@lacrosselibrary.org) or 608.789.7167

*Reviewed and approved by Library Board, March 10, 2026*