

Land O' Lakes Public Library	
Title:	Meeting Room Policy
Review Cycle:	Every Year
Revision Approval Date:	09/10/2025

Meeting/Community Room Policy

The meeting room of the Land O' Lakes Public Library is intended for use for library programs. Groups may use the library meeting room upon reading and agreeing to the terms of this policy. Maximum capacity: 100

A. Hours of Use:

Meetings may be scheduled for times during normal business hours or when prior arrangements have been made at the discretion of the library director for times when the library is not open.

B. Use priorities:

- a. Any library programs.
- b. Any Friends of the Library programs.
- c. Other groups such as civic, social, cultural or educational character but not money raising, political or commercial purposes, unless previously approved by the library board.

C. Rules for meeting room

- a. If participants want to use library space when the library isn't open, they must pick up the key code, and agree to and sign the meeting room form during regular library hours at least one working day prior to the scheduled event.
- b. No smoking allowed.
- c. Non-alcoholic beverages and light refreshments are allowed.
- d. The refrigerator, microwave and 12 cup coffee pot will be available for use.
- e. The tables and chairs are to be replaced as found.
- f. The group will be responsible for all damages resulting from their use of the room.
- g. The library is not responsible for any equipment, supplies, materials, clothing or any other items brought to the library by a group or individual attending an event.
- h. The library board and the library staff do not assume any liability for groups or individuals attending a meeting at the library.

- i. Meeting space may be scheduled up to three months in advance, providing a reminder is given to the staff two weeks before the scheduled event.
- j. Arrangements for scheduling a date can be made by contacting the library and signing up on the meeting room calendar.
- k. Meeting room use will be allocated on a first come first serve basis according to the priorities outlined.
- l. The users are responsible for set up and takedown of chairs and tables, and for leaving the room in the same condition it was found.
- m. The library cannot be designated as a mailing address or e-mail address by any other organization.
- n. The library will not provide storage space for any material or equipment.
- o. Groups composed of minors (under age 18) must always have an adult in attendance.
- p. Library staff will not handle phone calls for people using the meeting room except in cases of emergency based on personal request. An emergency telephone is available in the work room.
- q. If the security or fire alarm is activated and it is the fault of the group using the community room, that group will be responsible for any costs resulting from the response of the Vilas County Sheriff's Department or fire department.
- r. The closing procedure must be followed by any group using the community room.

Procedures for Closing the Community Room

(If using when the library is closed)

Please be sure the outside door is closed securely after use by your group.

1. Be sure coffee pot is turned off, unplugged, and cleaned, along with the sink.
2. Place all garbage bags (securely tied) in the bin to the left of the outside door.
3. Turn off all lights and set the heat to 60 degrees.
4. Check the elevator -make sure the door is closed and the light is off.
5. Use the North door, facing the back parking lot. All other doors have an alarm that will go off. If the alarm is set off and the Vilas County Sheriff Department arrives and charges the library, the cost will be covered by the group/individual.

Land O' Lakes Library
Meeting Use Form

Date of Meeting: _____

Time From: _____ To: _____

Group Name: _____

Number of People Attending: _____

Responsible Party (Name & Phone)

I have read and agree to the Meeting Room Policy and Closing Procedures.

Signature: _____

Date: _____