



ETHEL EVERHARD MEMORIAL LIBRARY

Ethel Everhard Memorial Library • 117 East 3rd Street, Westfield, WI 53964 • Telephone 608-296-2544

MEETING ROOM POLICY

Effective October 11, 2017

The Ethel Everhard Memorial Library has exclusive control of the Library facility [WI. Statute ch. 43.58(1)]. Use of the facilities for library meetings or programs shall have priority over all other requests.

The Ethel Everhard Memorial Library is not affiliated with any independent groups renting the Meeting Room.

Anyone reserving/using the Meeting Room is reminded that the building is first and foremost a library and that the library users' right to a quiet atmosphere should be respected.

Failure to comply with the following conditions may result in the suspension of meeting room privileges and is up to the discretion of the Ethel Everhard Memorial Library Board.

RESERVATIONS

Reservations for library functions are granted first priority. All other requests for reservations are granted on a first-come, first-served basis. (Individuals using the Meeting Room personally without a reservation may be relocated within the Library to accommodate those with reservations.)

Meeting Room functions will be scheduled by the Library Staff.

Persons or groups desiring to rent the Meeting Room will be asked to fill out the Application for Meeting Room use which will be kept on file at the Library.

The users assume complete and total responsibility and liability for any and all occurrences or accidents and agree to hold harmless the Ethel Everhard Memorial Library and Board of Trustees.

Meeting Room reservations may be booked up to one year in advance.

Cancellations shall be given at least one week prior to the booked date to affect any refund of fees. Cancellations due to inclement weather are exempt; however, library staff should be notified.

USAGE

Tables, chairs, signs or other equipment may not be set up in the Lobby Area or outside sidewalks unless prior permission is granted by the Library Board (only the meeting room itself may be set up by the Renter).

The Meeting Room must be cleaned after use, including the Bathrooms and Lobby Area. All tables, chairs and other equipment must be returned to the proper storage areas; lights turned off; and, the outside door locked. Cleaning equipment and supplies are provided by the Library.

Kitchen facilities may be used, but must be left in a clean and tidy manner. The Kitchen does not accommodate large food service such as fish fries or chili suppers.

The Renter is responsible for removing all trash from rented areas.

The Renter is responsible for any damage of property beyond ordinary wear and tear.

Any Renter leaving the Meeting Room/facility in an unsatisfactory condition will be assessed a minimum \$20.00 fee.

In the event of an emergency, the Library phone (during open hours) may be used at the discretion of the Library Director.

RESTRICTIONS

Minors are not allowed in the room at any time without sufficient adult supervision.

No smoking, alcoholic beverages, illegal gambling or any other illegal activities are allowed in the Library building or on the grounds. It is illegal to carry a firearm, deadly weapon or dangerous ordnance anywhere on the Library premises.

STORAGE

Arrangements to store group or personal property in the Meeting Room may be granted on an individual basis and must be made with the Library Board. The Library Board is not responsible for damage to or missing items of the property stored or any items left on the premises following termination of the rental agreement. Nothing may be stored in the furnace room or the Library. It is prohibited to use stored supplies and equipment by any group other than the Renter of the stored material.

KEYS

The key to the building may be obtained from the Library staff during regular hours. Keys should be returned in the book drop when finished using the Meeting Room.

A group using the Meeting Room on a regular basis may be issued a key. The key will be subject to return if the Meeting Room is not used for a least a one-month period.

There will be a \$50.00 charge for lost keys.

RATES

Non-profit groups holding meetings/events that are open to the public: fees will be waived for two hours of meetings per month. Thereafter, the charge will be \$5.00 per hour.

Other entities: \$25 per 4-hour block. Thereafter, the charge will be \$5.00 per hour.

Rates for long-term use may be negotiable with the Library Board.

DISCLAIMER

The Ethel Everhard Memorial Library is not affiliated with any independent groups renting the meeting room. The fact that a group is permitted to use a Library meeting room does not in any way constitute endorsement by the Library of this group's policies or beliefs. Organizations may not use the Library's logo to promote events.



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APPLICATION FOR MEETING ROOM USE

Effective October 11, 2017

Name of Organization _____
(if applicable)

Responsible Party Name _____
Address _____
City _____ State _____ Zip _____
Contact Phone _____

Dates Requested From _____ to _____

Fees	Rent	_____	
	Deposit	_____	Date Paid _____
	Balance Due	_____	Date Paid _____
	Refund	_____	Date Paid _____

I, the undersigned, have read, understand and agree to the Ethel Everhard Memorial Library's Meeting Room Policy as outlined in the policy document dated October 11, 2017.

Signature _____ Date _____
(Responsible Party/Renter)

Staff Notes/Key # Issued