

02-03-01 Philosophy

- a) The Lester Public Library encourages public use of the Webster Room as a gathering place to exchange ideas, access and share information, educate and participate in programs created for public enjoyment. The following rules, regulations and fees for public use of the Webster Room have been adopted by the Lester Public Library Board of Trustees.

02-03-02 Meeting Room

The Webster Room, located in the main library, has two dry-erase boards and available audiovisual equipment. Capacity – 20.

02-03-03 Acceptable Uses

The Webster Room shall be made available to any group or individual for informational, educational or business meetings. Private gatherings, such as birthday parties or reunions, will not be allowed. In cases of conflicting bookings, the following priority will be followed:

1. Library sponsored programs
 2. Meetings sponsored by other departments of the City of Two Rivers
 3. Meetings of other governmental bodies
 4. Meetings of non-profit groups headquartered within the City of Two Rivers
 5. All others
- a) The Webster Room is available during times that staff are scheduled to be in the building. (2 hours prior to opening until closing.) The Director may approve use of the Webster Room at other times
 - b) Allowing a group or individual to use the Webster Room does not imply endorsement or sponsorship of the meeting by the Lester Public Library.

02-03-04 Regulations Governing Use

- a) The Director may, at his/her discretion, require that all publicity concerning meetings held at the library carry the following statement: The Lester Public Library is not a sponsor of this meeting and does not endorse the views expressed by those hosting the meeting.
- b) The use of alcoholic beverages is not permitted in the library.
- c) The Director may restrict continuous and ongoing use of the Webster Room in order to ensure equal access to the facility by all members of the community and to allow for library programming.
- d) The number of people in attendance at any meeting is restricted to the maximum number allowed according to current fire regulations. (Webster Room 20)
- e) The use of open flames is prohibited.
- f) No animals are allowed in any part of the library with the exception of service animals or at library sponsored events.

- g) The library has a limited custodial staff. Therefore, it is required that the meeting room be left in the same condition in which it was found.
- h) Those hosting meetings and events at the library and their guests agree to abide by all policies and regulations relating to the use of library facilities and accept responsibility for any and all damages to the library building, contents and equipment, beyond normal wear and tear. Participants in meetings must remain in public areas of the building at all times.
- i) Should the library schedule of operations change such that meetings previously scheduled fall outside of hours staff will be in the building, all such meetings will be either canceled, or curtailed.
- j) If the library closes or fails to open due to bad weather, staff will attempt to contact the person who made the initial reservation. Meeting hosts will be responsible for alerting media or contacting participants as needed.
- k) Individuals or groups violating any of the above regulations may be denied further use of the facility for a time to be determined by the Director.

02-03-05 Fee Schedule for Meeting Rooms

Groups or individuals will be assessed \$15.00 per-use of the Webster Room (up to four hours). Meetings lasting more than four hours will be assessed an additional \$15.00 fee for up to four more hours.

- a) Free use will be granted to other government bodies, and groups or individuals co-sponsoring a program with the library.
- b) The Webster Room may be used by the public if there are no scheduled library programs, or if the room has not been previously booked.

02-03-06 Use of a Meeting Room by Governmental Bodies

- a) In allowing other governmental agencies to use the meeting room, the Library Board assumes that proper notice(s) will be given by the agency.

02-03-07 Reservations

- a) All reservations are booked through the Youth Services Coordinator, 920-793-7118.
- b) To reserve the Webster Room, a Meeting Room Request Form must be completed. The form is available at the library.
- c) While groups composed of individuals under the age of 18 are welcome to use the meeting room, an individual over the age of 18 must make the reservation and must agree to assume responsibility for the actions of the participants.
- d) Meeting room requests should be made at least two (2) business days in advance.
- e) Bookings can be made up to six (6) months in advance.
- f) Upon receiving a meeting request library staff will contact the applicant to discuss and confirm the

reservation. Requests submitted on a weekend will be handled during business hours the following week.

- g) All library equipment to be used in the meeting room must be requested and confirmed in advance. **Staff will assist as their other duties permit, but the final responsibility for equipment rests with the renter.**
- h) No reservation is final until the Library Director or designated staff approves the application.
- i) Cancellations must be made by calling the library 920-793-8888.
- j) Rescheduling for weather-related cancellations will depend on availability of the room.
- k) No food or drink vending machines are available on the premises. Users wanting food or drink are responsible for making their own arrangements. Cooking is not allowed in the facility. Items, such as table cloths, plates, napkins, cups, and utensils are the responsibility of the renter.
- l) Renters should leave the room and equipment in the same condition as they found it. Any equipment problems should be reported to library staff.

(Revised 11/11/97)

(Revised 10/12/99)

(Revised 5/14/02)

(Revised 8/12/03)

(Revised 11/09/10)

(Revised 8/8/17)

(Revised and Board Approved 01/11/22)

(Revised and Board Approved 02/11/25)