

Oscar Grady Public Library Meeting Room Policy

- 1) The Oscar Grady Public Library will make the meeting room available on equal terms to all groups in the community, provided that the meetings held are open to the public.
- 2) Guidelines to be followed by any group requesting use of the meeting room are:
 - a. The group is of a civic, cultural, social or educational nature: not for the purpose of fund-raising or commercial use.
 - b. The group does not charge an admission fee.
 - c. The group assumes responsibility for any damage to the meeting room or its contents.
 - d. The group does not use the Library's name, address or telephone number as the address or headquarter for their group.
- 3) In consideration for the use of the meeting room, each organization agrees that:
 - a. It will pay for all damages done to any property of the Village of Saukville resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its guests.
 - b. It will hold harmless the Village of Saukville and the Oscar Grady Public Library from any and all liability for loss of property or damaged materials which may be imposed upon them, as well as for any injury to persons or property caused by the organization or any person in connection with a meeting.
- 4) The Oscar Grady Public Library Meeting Room Use Agreement will be the reservation instrument. It should be submitted as soon as possible as order of receipt will be a prime consideration for priority.
- 5) Library activities are given priority in scheduling use of the meeting room at all times.
- 6) The meeting room is available during the hours the library is open to the public. Meetings are to be conducted during the Library's hours of service.
- 7) Children under the age of 18 may use the meeting room provided they are fully supervised by adults connected with the group or receive prior approval from the Director.
- 8) There are no fees charged for use of the meeting room.
- 9) The meeting room must be left in a neat and orderly condition.
- 10) Meetings which interfere with the functions of the Library and its users because of noise or other misconduct will not be permitted.
- 11) All use of the meeting room must be in accordance with existing fire and safety codes of the Village of Saukville and the Oscar Grady Public Library.
- 12) The Director is authorized to deny permission to use the meeting room to any group that is disorderly, objectionable in any way, or violates these regulations.

**Oscar Grady Public Library
Meeting Room Use Agreement**

Name of group (if applicable): _____

Purpose of meeting: _____

Date of meeting: _____

Start time of meeting: _____ Ending time: _____

All evening meetings must end 15 minutes prior to the Library's closing time. It is the responsibility of the group to clean up and leave the room in order at the end of the meeting.

Contact name: _____

Phone number of contact: _____

Address of contact: _____

Email address of contact: _____

I have read the Oscar Grady Public Library Meeting Room Policy and agree to the terms of usage.

Signature of contact: _____

Date: _____

For Library Director Use

_____ Approved _____ Not Approved Reason: