

# Meeting Room Use Policy Revised July 25, 2024

## Definition and Description of Rooms

The Thompson/Smith meeting room and Buehler conference room are intended for use by non-profit organizations, community and neighborhood groups and educational and cultural institutions holding meetings or events. Meetings for mediation or counseling with a governmental or non-profit organization or representative may be accommodated. The rooms are available at no cost and must be reserved in advance.

- Thompson/Smith meeting room – For meetings/events for nine to 85 people
- Buehler conference room – For meetings or events up to eight people

The Library Board subscribes to the American Library Association's Library Bill of Rights which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

***Granting permission to use the Charles & JoAnn Lester Library meeting rooms does not constitute endorsement by the Charles & JoAnn Lester Public Library or City of Nekoosa of the group or its activities.***

## Availability, Reservation, and Cancellation

The Thompson/Smith meeting room and Buehler conference room may be used by the following groups and in this order of priority:

- The Charles & JoAnn Lester Library Board
- The Library for library-sponsored activities
- City of Nekoosa committees, commissions, boards and departments to carry on functions relating to the government and/or health, education, safety, culture, and general welfare of the citizens of the City of Nekoosa
- Nekoosa community and school groups
- Non-profit organizations, community, and neighborhood groups

Special events requiring use of the room for a full day or multiple days in a row, other than those held by City of Nekoosa departments, requires at least one week advance notice and authorization and approval from the Library Director.

The Thompson/Smith meeting room and Buehler conference room may be reserved up to six months in advance. The room may be reserved up to six hours in a day subject to availability.

Online reservations must be made at least 72 hours in advance. In person reservations or reservations made via phone call must be made at least 24 hours in advance if the request is made on a weekday business day, and 48 hours in advance if the request is made on Saturday, Sunday or holiday.

Please note that Library Administration may have to adjust, rearrange or cancel meeting room reservations if Library/City requirements demand. In the event that a reservation must be altered or canceled, the Library will contact the person(s) who made the reservation with as much advance notice as possible.

If users need to cancel a reservation, they must call to cancel during library business hours.