

Nekoosa Library Room Rules of Use

All groups approved to use the Thompson/Smith meeting room and Buehler conference room are subject to these rules of use:

- Use of any equipment/supplies in the meeting rooms is not permitted without prior approval. The use of library equipment can be requested when scheduling an event.
- Alcoholic beverages, smoking, vaping, and open flames are not permitted.
- Food and beverages may be served with the expectation that the users will leave the room in order, disposing of trash and recycling in provided receptacles.
- Groups of young people under eighteen must have the meeting room application completed by an adult and an adult must be present for the duration of the meeting or event.
- A responsible person from the group will alert the library staff to open the facility and notify the library staff when the reservation is over so the room can be locked.
- Rooms must be left in a neat and orderly condition. All cleanup must be completed immediately after the scheduled meeting time.
- Meeting rooms must be vacated by the hour specified on the application.
- Groups will be held financially responsible for any damage, missing items, or required cleaning beyond the standard daily cleaning.
- Neither the Library nor the City of Nekoosa is responsible for the equipment, materials or property brought to the room by the group or its members.
- All meetings held in the **Buehler conference room** must end and attendees must leave the room 15 minutes before the library closes. The room must be tidied and rearranged if necessary before this time in order to ensure the room is vacated 15 minutes before the library closes.
- Groups using the **Thompson/Smith meeting room** for meetings that conclude after the library closes **MUST** clean and tidy the room, turn off all lights, and verify that the front door catches and locks behind them when leaving the building.
- Library staff should be notified as soon as possible of any emergency, accident, or unusual occurrence.
- Library staff is unable to carry messages (telephone calls) to persons/groups using the meeting rooms.
- The Charles & JoAnn Lester Public Library and meeting rooms may not be used as the address or headquarters of any group.

- The Library reserves the right to deny or terminate the use of meeting rooms as a result of disorderly conduct or violation of the regulations listed in this document.

All users are subject to the Library Code of Conduct

The use of the meeting room shall not result in financial gain to the community room user or the organization. This means:

- No admission fee may be charged nor a collection be taken.
- Rooms may not be used for commercial demonstrations or sales promotions of products or services.
- Fundraising events are not allowed unless they are co-sponsored by the Library or the City of Nekoosa.
- Social functions or personal/family activities including, but not limited to, family reunions, showers, birthday, or other celebrations are prohibited.