



Meeting Room Policy

The Lomira QuadGraphics Community Library (LQGL) provides space for community meetings to further the Library's role as a community center. Library meetings rooms are for meetings or programs of an educational, informational, cultural or civic nature. Use of the facilities for LQGL, LQGL-affiliated organizations, or LQGL sponsored or co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests shall be considered in the following order:

1. Village of Lomira governmental units;
2. State of Wisconsin, or United States governmental units;
3. Community not-for-profit cultural or civic organizations;
4. All other uses, including organizations or groups whose primary purpose is religious or business.

Meetings and events must be free and open to any member of the public. This does not apply to use of the rooms by governmental units. Use of a LQGL meeting room in no way constitutes an endorsement by the Library of the event or group using the facility.

The following events are not permitted:

- Events which may disrupt library operations; and
- Religious services.

Events which are approved but which prove disruptive to LQGL operations shall immediately cease any disruptive activity upon notification by LQGL staff. Events which would interfere with the functions of LQGL or its patrons will not be permitted.

Admission may not be charged, donations may not be solicited, and products or services may not be sold, with the following exceptions:

1. Lomira QuadGraphics Community Library;
2. Lomira QuadGraphics Community Library-affiliated organizations; and
3. Parties that support the core functions of the library, as determined by the Library Director.

If anyone has been found to be misrepresenting themselves or their group, they may be denied future access to the meeting rooms upon determination by the Library Director and/or the Lomira QuadGraphics Community Library Board of Trustees.

Hours of Operation:

- The LQGL meeting room is available during normal Library operating hours.
- At the discretion of the Library Director, groups may use the LQGL meeting room after Library operating hours but not before operating hours. Everyone must exit the building by 10:00 PM.

Fees:

- Fees shall be charged to ALL groups using the Library Meeting Room with the following exceptions:
 - Lomira QuadGraphics Community Library;
 - Lomira QuadGraphics Community Library-affiliated organizations;
 - Village or Town of Lomira, Dodge County, State of Wisconsin, and units of the Federal government;
 - School Systems serving Lomira; and
 - Further exceptions as determined by the Library Director.
- Library Meeting Room charges:
 - \$10.00 per hour of use
- Full payment must be made at time of reservation of room.

Reservations:

- Reservations must be made through staff of the Lomira QuadGraphics Community Library. The Library Director or designee will confirm all reservations.
- Reservations may be scheduled up to four (4) months in advance.
- Refunds will not be given with less than 24-hours notice of cancellation.
- Groups may not reserve rooms more than 12 times per calendar year.
- If an event is cancelled, the meeting room user shall contact the library staff as soon as reasonable possible. Failure to do so, particularly more than once, may result in suspension of meeting room privileges.
- LQGL reserves the right to cancel scheduled and confirmed bookings upon seven (7) days' notice.
- Exceptions may be made at the discretion of the Library Director.

Food service and consumption:

- The sink and room must be left clean, and all food and beverages must be removed.
- No alcohol is permitted.
- Food and beverages may be consumed in meeting room, but all remaining food, beverages, and dishware must be removed or properly disposed.

Damages:

- If rooms are not left in useable condition or if there is damage beyond normal wear and tear, charges may be assessed.
- Nothing may be taped, hung, tacked, etc., to any walls, windows, doors, furniture, tables or any other library surface or object.

Additional Information:

- If users change the room setup, the room shall be returned to its original condition at the end of use.
- Audiovisual equipment shall be made available upon request, if available and turned in fifteen (15) minutes before the Library closes.
- Any and all supplies and equipment used by the group that has reserved a meeting room must be brought in the day of the event and removed immediately following the event.
- The Library shall not be responsible for any material left in the meeting room.
- The Library shall not be responsible for any personal property loss or damage.
- Prohibited use of the room includes gambling in any form and illegal activities of any type.