

Antigo Public Library  
617 Clermont Street  
Antigo, WI 54409

715-623-3724  
www.antigopl.org

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**Policy: Facility Use and Reservation Form**

**Approved: January 28, 2020**

**Purpose:** The Antigo Public Library offers a variety of programs for people of all ages as an integral part of its service to the public. Therefore, library sponsored programs have priority over other uses of the library facilities. The library does, however, recognize that community organizations sponsor programs which are consistent with many goals of the library and, consequently, we encourage public use of our facilities.

Space and staff limitations and library schedules necessarily require regulatory measures which affect the use of our facility.

When not needed by library programs and activities, these areas are available on a first-come, first-serve basis. Applicable fees for the use of the McGinley Meeting Room are as follows:

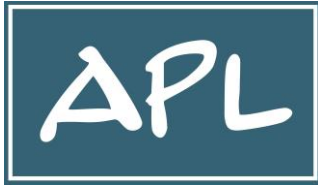
<b>Group</b>	<b>Rental Fee</b>
501(c)(3) or open to the public	None
Private gatherings	\$5.00 per hour
For profit organizations	\$20.00 per hour

While many local groups are not assessed a fee, a donation to the library to assist in maintaining the room and equipment is always appreciated. Fees do not apply to the small game and conference rooms within the library. Meetings that extend past library closing time will be assessed a fee of \$50 per 15 minutes. **All fees are non-refundable.**

**The following rules shall govern the reservation and use of library facilities.**

**Reservations**

- Reservations for a room must be made at least three days in advance. Reservation forms are available at the circulation desk in the library and on the library's web site. A booking is not official until a completed Meeting Room Reservation Form is received by the library. Any incomplete reservation forms will be deemed invalid and will not get a reservation. All fees are due at time of room booking. Requests for refunds from the city may take up to 60 days to process. Using the small game and conference rooms within the library do not require the submission of a reservation form.
- Because no prior reservation has to be made for the use of the game and conference rooms and because these spaces are intended for use by any library user who needs a quiet space, the library reserves the right to limit the number of times a group or individual may reserve them in



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a given month. This limit is set at no more than five times per month. Exceptions may be made by the Library Director at their discretion.

- All reservation applications must be signed by an adult at least 18 years of age. An adult, age 18 or older, must be in attendance during the entire reservation time.
- Reservations can only be made up to twelve months in advance of the meeting date. A group or person wishing to use the meeting room multiple times needs to sign the form once, unless the person responsible changes, the group name, or functions change. If any of these changes are made; a new form will have to be filled out and kept on file, any form used prior will be discarded as it will no longer be valid.
- If the library facility has sustained damages through an organization's use of the facility, or if library personnel must clean the facility after such use, organizations will be billed for any damages.
- All Library or City committees: Library Board, sub-committees, municipal bodies, library programs, etc. may book the meeting room an unrestricted number of times. If a Library or City event conflicts with another reservation, the group will be contacted as soon as possible. In the case of an emergency or if a library-related program arises, the library reserves the right to ask groups to choose an alternate meeting date or location.
- Cancellations must be made at least twenty-four hours before the scheduled starting time of the meeting (except for weather-related problems).
- Library staff can verify room availability for a reservation, but rooms will not be booked until the completed forms are received and all applicable fees are paid.

### **Restrictions**

- Patrons must adhere to the Antigo Public Library's Patron Code of Conduct policy.
- Groups using the facility may not attach anything to the walls or furnishings of the library without the prior consent of the Library Director or Assistant Library Director.
- Organizations may not use the name or address of the library as their official address.
- Rooms must be left in the same condition in which they were found, including the arrangement of chairs and tables. Failure to leave the room as found may result in the library charging a fee to cover the cost of cleaning, any repairs, and rearrangement of furniture.
- The McGinley Room has an occupancy limit of 99 people. No more than six people can occupy the small game and conference rooms in the library.
- Any emergency or accident occurring within the group using the library's facility must be reported to the library staff on duty at the circulation desk.
- The reservation of any room or facility within the library does not constitute endorsement of the users of said rooms or their beliefs by the Library Board, library staff or the municipal entities which support the library. The Library Board and library staff will not discriminate, on the basis



of gender, ethnic group, age, religious beliefs, or sexual preferences, against any group wishing to use the facilities, as long as said group adheres to these policies.

- The Library Board reserves the right to review and/or refuse future use of any library facility for a group's previous infringement of the rules or policies governing facility use, including a group's refusal to vacate the premises at least 15 minutes prior to closing time.
- Meetings and parties occurring within the facilities must not disrupt the use of the library by others.
- In the event a dispute arises regarding the use of any facility, the final decision rests with the Library Director.
- The clean-up checklist provided each group, for each reserved date, must be completed by the authorized representative of the organization using the facility.

#### **Hours of Availability**

- The facility is available for use during normal library hours only. Arrangements may be made to allow groups to occupy the McGinley Room prior to the library opening.
- All meetings must conclude 15 minutes prior to the library closing.

#### **Equipment**

- The library has a variety of equipment available for meeting room use. Organizations wishing to use special equipment should inform the library staff of their need at the time they submit a reservation form.
- Equipment: LCD projector, video conferencing equipment, laptop(s), projection screen, flannel board, whiteboard and a podium.
- There is a charge for the use of electronic equipment. These charges are intended for replacement of equipment as they deteriorate.
- The library cannot provide operators for any equipment other than the video conferencing equipment. If instructions are required for the use of the projector or laptop(s), it is suggested that a representative of the group make an appointment with library staff well in advance of the meeting.
- In order to provide a satisfactory experience with the video conferencing equipment, a library staff member will need to interview the group representative who wishes to reserve this equipment. The purpose of the interview is to determine how the equipment can best be used to meet the expectations of the group.
- Groups using the kitchen must supply all service equipment and serving products.
- No equipment may be removed from the library.
- Nintendo Switch- patrons must be 12 or older and have fines under 5.00 to check it out. Checkout time is 1 hour. If two or more people are playing together then the time counts for all of them. If patrons are not waiting time can be extended to 2 hours.



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## Meeting Room Reservation Form

**Name of Group:** \_\_\_\_\_  
e.g. Antigo School, Smith Family, Boy Scout Troop #39, etc.

**Purpose of the Reservation:** \_\_\_\_\_  
e.g. Private party, Business meeting, Health care seminar, etc.

**Check the room you are interested in reserving:**

<input type="checkbox"/> <b>McGinley Room</b> (holds 99)	<input type="checkbox"/> <b>Kitchen</b> (holds 18)	<input type="checkbox"/> <b>Conference Room</b> (holds 6)	<input type="checkbox"/> <b>Game Room</b> (holds 6)
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Select one of the following, either a single reservation or a recurring reservation, and fill out the dates and times completely. **When noting the hours of use, be sure to include time for setup and cleanup.**

**Reservations can be placed up to a calendar year in advance.**  
**Additional dates can be added at the bottom of the form if necessary.**

Single Reservation		Recurring Reservation	
Date:		Beginning Date:	
Beginning at what hour:	AM or PM	Ending Date:	
Ending at what hour:	AM or PM	Day(s) of the week:	
		Beginning at what hour:	AM or PM
		Ending at what hour:	AM or PM

**Name of Contact Person for Group:** \_\_\_\_\_

**Contact Person's Full Address:** \_\_\_\_\_

City

State

Zip



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Home Phone of Contact: \_\_\_\_\_ Business Phone of Contact: \_\_\_\_\_

Email Address of Contact: \_\_\_\_\_

**Required Acknowledgments** (please read before signing):

- I have received a copy of the Facility Use Policy of the Antigo Public Library and hereby agree to abide by the rules and regulations included in this policy. I further agree to the following; to see that such rules and regulations are complied with and obeyed by others in the group using this facility; to assume responsibility for and to make restitution for any damage to the building or equipment during the period of rental/use which, in the judgment of the library, constitutes damage or destruction beyond normal wear and tear and intended usage; and to identify and forever hold harmless the library and library trustees, employees, and agents, from any and all claims of any kind, nature or description arising out of the use of any library facility pursuant to this application or any modification thereof.
  
- I acknowledge that official library usage of meeting rooms takes precedence over use by other parties and that the library reserves the right to ask any party to reschedule to accommodate these usages.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

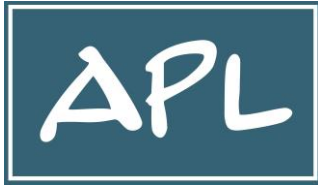
**Release and Waiver of Claims** (please read before signing):

The undersigned hereby releases and forever discharges the City of Antigo, its officers, employees, agents and representatives from any and all actions, causes of action, claims and demands for, upon or by reason of any damage, loss or injury, which may arise or hereafter may be sustained by me as a result of my lifting or moving any tables, chairs, other furniture or equipment, etc. while using the library facility. I understand that by lifting or moving any tables, chairs, other furniture or equipment, etc., I am risking possible injury to myself.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local, or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Rental Fees are non-refundable.**

(Please check what type of group you represent)

Check one	Group	Rental Fee
<input type="checkbox"/>	501(c)(3) or other tax exempt organization / open to the public	None
<input type="checkbox"/>	Private gatherings or receptions / closed to the public	\$5.00/hr.
<input type="checkbox"/>	For-profit organizations	\$20.00/hr.

Please check any equipment/technology you wish the library to supply for your reservation:

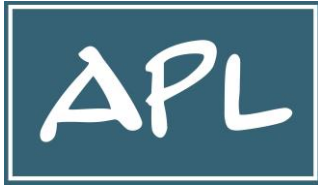
Check Desired	Equipment or Electronic Access	Fee
<input type="checkbox"/>	Laptop (must be checked out)	\$0.00
<input type="checkbox"/>	LCD Projector (must be checked out)	\$0.00
<input type="checkbox"/>	70" Smart whiteboard, camera, tablet – videoconferencing equipment package	\$5.00
<input type="checkbox"/>	Microsoft Surface Tablet (for use with whiteboard)	\$5.00

To provide a satisfactory experience with the video conferencing equipment, a library staff member will need to interview the group representative who wishes to reserve this equipment. The purpose of the interview is to determine how the equipment can best be used to meet the expectations of the group.

Use of the library’s videoconferencing equipment for two-way interactive programs, meetings, or conferences is likely to require that reservations are made far enough in advance to arrange a web conferencing connection (e.g., GoTo Meeting).

**The Library staff reserves the right to determine what rental fees your group should be paying, in keeping with the Antigo Library Facility Use policy.**

**All fees are due at time of room booking and are non-refundable.**



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**Fees Owed:**

Make all checks payable to **City of Antigo:**

Rental Fees \$ \_\_\_\_\_

Equipment Fees \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Please initial here to acknowledge the fees owed and when they are due: \_\_\_\_\_

**Library Staff:**

Reservation Receipt Date: \_\_\_\_\_ Checklist Completed: \_\_\_\_\_

Rental Fees Receipt Date: \_\_\_\_\_ Room Condition: \_\_\_\_\_

Demo of Lights/Equip: \_\_\_\_\_ Entered into Calendar: \_\_\_\_\_

Checked by initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional meeting dates can extend through December of current year:**

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