

Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Policy: Facility Use and Reservation Form

Approved: December 6, 2022

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. Expectations are as follows: Keep the space neat and clean. We're proud of our building and you're a part owner. You're responsible for setting up and taking down tables and chairs as needed and for cleaning up after your program. Leave no trace, and we'll be happy to have you back. **No alcoholic beverages are allowed to be consumed on the premises.**

The library has four rooms that are available for public use. When not needed by library programs and activities, these areas are available as listed below

- McGinley Room (holds 99). Available by reservation only according to the procedures and rules listed on this form. There may be fees associated with use of this room.
- Kitchen (holds 12). Available by reservation only according to the procedures and rules listed on this form. There are no fees for use of this room.
- Small Conference Rooms (holds 6). Available for 2-hour time slots on a first-come, first-served basis. You sign-in at the front desk upon arrival. If no one is waiting you can stay in the room for an extended time. There are two of these rooms available.

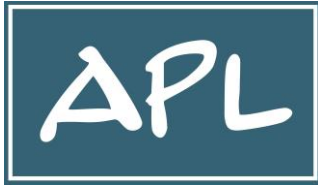
Applicable non-refundable fees for the use of the McGinley Meeting Room are as follows:

For Events Taking Place During Library Hours

501(c)(3) or open to the public	None
Private gatherings	\$5.00 per hour
For profit organizations	\$20.00 per hour
Cleaning fees	\$50.00 and loss of ability to use room in the future
Damage Fees	Depends on damage.
Meetings not scheduled for after hours that extend past closing will be charged \$50 per 15 minutes of their over time.	

For Events Scheduled After Library Hours

All Groups \$20 per meeting/event
Key Fob replacement fee 25.00



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The following rules shall govern the reservation and use of the kitchen and McGinley Room.

Reservations

- Reservations for events scheduled during library hours in the McGinley Room or Kitchen, must be made at least three days in advance. All after-hours reservations of the McGinley room and kitchen need to be received at least one week in advance. This includes meetings that you plan to start during library hours and complete after closing. No private parties or gatherings can be scheduled after hours.
- 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 and approved by the director or their designee. Any incomplete reservation forms will be deemed invalid and will not get a reservation. All fees are due at time of room booking but will be returned if the booking is not approved. All after hours bookings will require a key fob receipt signature on the meeting room form. This can be done anytime after approval up until the day of the meeting. All key fobs should be returned to the library within 24-hours after your meeting is concluded. Fees are assessed for non-returned fobs. After hours users are subject to a background check for their initial reservation.
- 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 six 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 facility has sustained damages through an organization's use, or if library personnel must clean the facility after such use, organizations will be billed for any damages.
- All Library or City committees such as Library Board, sub-committees, municipal bodies, library programs, 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 approved and all applicable fees are paid.



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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 12 can occupy the kitchen. The small conference rooms are for groups of 6 or fewer.
- 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. When these occurrences happen during an after-hours meeting, the group has the responsibility to call 9-1-1 as applicable. For both emergency (911) and non-emergency situations, the group has the responsibility to notify the Library Director of the incident by the next business day. This can be done by emailing director@antigopl.org or calling 715-623-3724.
- 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 based on gender, ethnic group, age, religious beliefs, or sexual preferences for any group wishing to use the facilities, if 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 cleanup 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 meeting room is available during library hours or regular bookings.

After-hours bookings are available:

M-F until 9 p.m.

Saturday until 5 p.m.

Sunday not available.



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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. Library equipment is not available for after-hours meetings.
- Equipment: LCD projector, video conferencing equipment, laptop, projection screen, flannel board, whiteboard and a podium, sound equipment.
- There is a charge for the use of electronic equipment. These charges are intended for replacement of equipment as they deteriorate. Charges are listed on the meeting room form.
- 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.
- 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.



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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.

Will this be an after-hours booking? Yes No

Check the room you are interested in reserving:

<input type="checkbox"/> McGinley Room (holds 99)	<input type="checkbox"/> Kitchen (holds 12)
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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 6 months in advance. Additional dates can be added at the bottom of the form if necessary.**

Single Reservation		Recurring Reservation (no meetings will be scheduled more than 6 months in advance.)	
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: _____

Afterhours reservation: Driver's license number: _____

Contact Person's Full Address w/zip: _____

Home Phone of Contact: _____ Business Phone of Contact: _____

Email Address of Contact: _____



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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 consent to have a background check performed per this policy for afterhours room use.](#)
- 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: _____

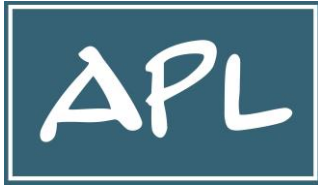
Date: _____

Key Fob Sign-Out Form (please read before signing):

I have received a key fob to use for our group's scheduled after hours meeting. I understand that this fob should be returned within 24-hours after our meeting, or we will be subject to a \$25 replacement fee. For multiple bookings, I understand that I will need to pick up and return a fob before and after each individual meeting.

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
<input type="checkbox"/>	Afterhours Reservation	\$20.00

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

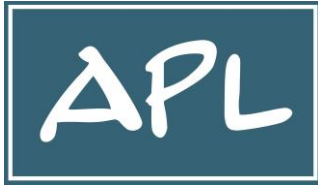
Check Desired	Equipment or Electronic Access	Fee
<input type="checkbox"/>	Laptop (must be checked out)	\$0.00
<input type="checkbox"/>	LCD Projector (must be checked out)	\$0.00
<input type="checkbox"/>	70" Smart whiteboard, camera, tablet – videoconferencing equipment package	\$5.00
<input type="checkbox"/>	Microsoft Surface Tablet (for use with whiteboard)	\$5.00
<input type="checkbox"/>	Key Fob Replacement	\$25.00

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 requires 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:	After Meeting:
Reservation Receipt Date: _____	Checklist Completed: _____
Rental Fees Receipt Date: _____	Room Condition: _____
Admin Approval/Calendar Date: _____	Key Fob Returned: _____

Additional meeting dates can extend six months from initial meeting date:

Post Meetings Admin/Staff notes (i.e. dates called about key fob return or other issues)
