

**Policy: Facility Use and Reservation Form**

**Approved: January 27, 2026**

**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, Antigo Public Library sponsored programs have priority over other uses of the Antigo Public Library facilities. The Antigo Public Library does, however, recognize that community organizations sponsor programs which are consistent with many goals of the Antigo Public Library and, consequently, we encourage public use of our facilities. Space and staff limitations and Antigo Public Library schedules necessarily require regulatory measures which affect the use of our facility.

The Antigo Public Library makes one large meeting room and two small conference rooms available to the public on an equal basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The Antigo Public Library is in no way affiliated with the events in meeting spaces that are not sponsored by the Antigo Public Library and does not endorse any such events or activities.

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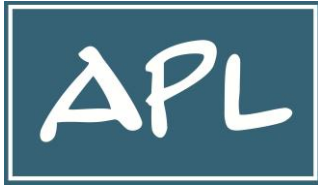
**USAGE GROUPS AND FEES:** the following classes are used to assess precedence to room use and fees.

CLASS A = Antigo Public Library staff, Antigo Public Library Board of Trustees, Antigo Public Library Foundation, WVLS Library System, City of Antigo Government, County of Langlade Government, State Government (non-political activities).

CLASS B = residents and organizations of the City of Antigo and the County of Langlade Not-for-Profit activities and organizations including nonprofit groups, charitable organizations, educational institutions and organizations

CLASS C = residents and organizations of the City of Antigo and the County of Langlade For-Profit activities or social events including birthday, anniversary, showers, and other celebratory parties (non-alcoholic) events, or business meetings.

CLASS D = non-residents of the City of Antigo and the County of Langlade Not-for-Profit activities and organizations including nonprofit groups, charitable organizations, educational institutions and organizations.



CLASS E = non-residents of the City of Antigo and the County of Langlade For-Profit activities or social events including business meetings.

Fees to be paid for room usage					
ROOM	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
McGinley	No fee	\$5	\$25 per hour	\$10	\$50 per hour
Conference	No fee	No fee	No fee	\$5 per hour	\$10 per hour
Fogeltanz	No fee	No fee	No fee	\$5 per hour	\$10 per hour

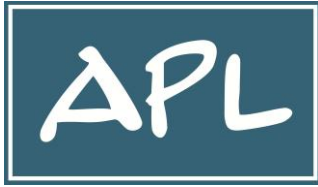
- Fees are due with completed reservation form at the time of reservation.
- Rooms are rented in hour increments; partial hours will not be prorated.
- Set-up and clean-up must be included in hours reserved. McGinley room reservations include tables and chairs; set-up by Antigo Public Library staff is not included or available.

**CANCELLATIONS AND NO-SHOWS:** the Antigo Public Library reserves the right to terminate reservations at its sole discretion at any time without liability. Terminated reservations will receive full reimbursement of any fees paid. (Such closures may be due to inclement weather, issues with the facilities, emergencies, etc.)

Individuals or groups who need to cancel or reschedule room use must do so at least two weeks prior to the event in writing in order to receive a refund of fees. Cancellations that are made less than two weeks prior to the event will result in forfeit of fees paid unless the room is rented for the same period. Verbal cancellations (in person or over the phone) will not be accepted.

**RESERVATION PROCEDURE AND RULES:** 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 Antigo Public Library has two rooms that are available for public use and reservation. When not needed by the Antigo Public Library programs and activities, these areas are available as listed below.



- McGinley Room (holds 99). Available by reservation according to the procedures and rules listed on this form.
- Small Conference Room (holds 6). Available by reservation according to the procedures and rules listed on this form.
- Fogeltanz Room (holds 4). Coming soon – Available by reservation according to the procedures and rules listed on this form.

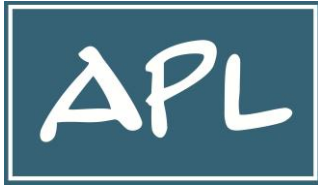
**Applicable non-refundable fees for the use of the McGinley Meeting Room are as follows:** Any public or private for-profit group may request the use of the McGinley meeting room under the following costs:

Room Usage	see chart for class and fees
Cleaning fees	\$50.00 and loss of ability to use room
Damage Fees	Liability will be assessed by City Insurance
Agent	

**The following rules govern the reservation and use of McGinley Room (and the Conference room and Fogeltanz room as applicable).**

**RESERVATION PROCEDURES AND RULES:**

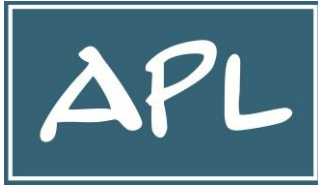
- Applications for the use of the meeting rooms by non-library groups must be made on the appropriate form by an authorized representative of the group. By signing the application, the representative agrees to abide by the Antigo Public Library Policy and will accept joint liability for damages to the meeting room that occur during the time period their organization meets, together with their organization.
- Reservations will only be confirmed after receipt of a fully completed application along with a request for a specific date and payment of fees (where applicable).
- All events taking place within any meeting space inside the Antigo Public Library must be concluded fifteen (15) minutes prior to closing time, including clean-up time, unless the Antigo Public Library Director’s approval is given prior to the start of the meeting.
- Class A uses take precedence over other uses. To preserve this precedence, rooms may not be reserved on a regular basis. In addition, rooms may not be reserved more than ninety (90) days in advance without prior approval by the Antigo Public Library Director.
- Dates and times of use are allocated on a first-come, first-served basis.
- Persons/Groups may make one reservation at a time per meeting space. Repeat reservations will not be accepted until the date of the group’s meeting and the time that follows the conclusion of that meeting. E.g. Group meets Friday at 6pm. Meeting concludes at 6:45PM. After 6:45PM the group may put in a request for the following Friday if the room is available, for a new reservation date.



- An officer, representative of the scheduling organization or the individual making the reservation must be at least eighteen (18) years of age and must sign the application.
- Repeated cancellations or failure to keep appointments for meetings will be cause for denial of future room reservation requests.
- The Antigo Public Library reserves the right to deny future use of the meeting rooms to individuals, groups, or organizations whose previous conduct has resulted in damage or disregard of the guidelines, regulations, conditions, or rules of conduct in this policy. Persons/groups denied use of the meeting rooms may appeal against the decision of the Antigo Public Library Director to the Library Board.
- All Antigo Public Library, Antigo City Common Council or Langlade County Board of Supervisor committees such as Antigo Public Library Board, sub-committees, municipal bodies, library programs, may book the meeting room an unrestricted number of times. If an Antigo Public Library, Antigo City Common Council, or Langlade County Board of Supervisors event conflicts with another reservation, the group will be contacted as soon as possible. In the case of an emergency or if an Antigo Public Library-related program arises, the Antigo Public Library reserves the right to ask groups to choose an alternate meeting date or location.

#### **GENERAL RULES:**

- Reservations for events scheduled during library hours in the McGinley Room must be made at least seven business days in advance. Reservations for the conference room and Fogeltanz room will be accepted day-of based upon availability.
- An adult, aged eighteen (18) years or older must be in attendance during the entire room reservation period.
- Alcohol is not permitted on Antigo Public Library property (interior and exterior). There are no exceptions.
- Smoking, vaping, and use of candles or other flammable items are prohibited without exception.
- Users of the room may not affix anything to the walls without the approval of the Antigo Public Library Director.
- Users of the rooms may not block fire exits in any way.
- Users may not exceed designated maximum room capacity.
- Users of the room are subject to the Antigo Public Library rules, regulations, and policies.
- Noise from the rooms must not be disturbing to other library patrons; this includes cell phone use and videoconferencing. Persons/groups who disturb library activity or library users may be denied future use of meeting rooms for a duration determined by the Antigo Public Library Director.



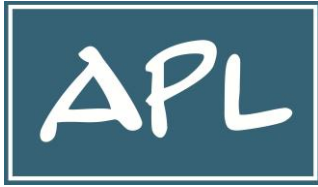
- The Antigo Public Library reserves the right to monitor all meetings held on its premises.
- Any emergency or accident occurring within the group using the Antigo Public Library's facility must be reported to the Antigo Public Library staff on duty at the circulation desk. When these occurrences happen 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 Antigo Public Library Director of the incident by the next business day. This can be done by emailing [director@antigopl.org](mailto:director@antigopl.org) or calling 715-623-3724.
- The reservation of any room or facility within the Antigo Public Library does not constitute endorsement of the users of said rooms or their beliefs by the Antigo Public Library Board of Trustees, the Antigo Public Library staff or the municipal entities which support the Antigo Public Library. The Antigo Public Library Board of Trustees and the Antigo Public 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.
- If the Antigo Public Library Director, determines, additional security measures will be needed, the organization will be required as a condition of such reservation to pay to the Antigo Public Library in advance of the meeting for any or all extraneous costs relating to the meeting the Antigo Public Library may incur.
- In the event a dispute arises regarding the use of any facility, the final decision rests with the Antigo Public Library Director.
- The cleanup checklist provided to each group, for each reserved date, must be completed by the authorized representative of the organization using the facility.

#### **EQUIPMENT:**

- The group shall be responsible for any advanced preparations, for setting up and putting away meeting room furnishings used for its meeting, as well as clearing away their own equipment.

#### **REFRESHMENTS:**

- Covered drinks are permitted in all areas of the library, including the game room and meeting rooms, with one exception: no drinks are permitted on tables or the floor next to computer tables.
- Food is permitted in designated areas only and must be noted on reservation applications.
- If caterers are used during events, reservations must include their set-up time. Caterers will not be permitted into the room prior to the reservation time. Caterers will not be allowed to access the Antigo Public Library staff kitchen.



- Candles and warmers using flames are prohibited.
- The Antigo Public Library requests that users inform staff directly of any spills so that necessary carpet and/or furniture cleaning can be done as soon as possible following the event. The renter is responsible for any cleaning fees incurred.

#### **CHILDREN IN RESERVED MEETING ROOMS:**

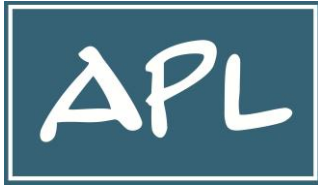
- No minors may be left in a reserved meeting room unattended.
- The Antigo Public Library and staff do not assume any liability for groups or individuals of any age attending a non-library sponsored event or meeting in the Antigo Public Library, including juveniles.
- The Game Room is intended for minors to hang-out and access the children's computers. Any adult over the age of eighteen (18) utilizing that space without accompanying a minor child will be asked to vacate the space.

#### **MARKETING AND COMMUNICATION OF NON-LIBRARY SPONSORED EVENTS:**

- The Antigo Public Library will not store materials for groups renting rooms. Items can only be left in the rental room before or after an event if the room has been rented for the time the items are being stored. Any items left on Antigo Public Library property will be disposed of as the Antigo Public Library sees fit. In addition, the individual/group may be charged a fee if staff time is required to manage or dispose of items left on the premises.
- The Antigo Public Library is not responsible for communicating event information regarding events that are not sponsored by the Antigo Public Library. Staff will not receive or deliver phone messages to organizers of events in rented rooms.
- Marketing and fliers: the Antigo Public Library is not required to post any information either written or printed on Library premises or on social media regarding events. At the discretion of the Antigo Public Library Director, when the event meets the mission of the Antigo Public Library itself, the Antigo Public Library may agree to post and/or promote the event.
- Organizations and individuals using Antigo Public Library spaces may not use the Antigo Public Library logo or infer in any way that their event is sponsored by the Antigo Public Library.

**PROHIBITED USAGE OF THE LIBRARY ROOMS OR SPACES:** the following activities are excluded (exceptions to the exclusions may be made for Antigo Public Library sponsored events or programs presented by groups directly affiliated with the Library).

- Programs involving the sale, advertising, or promotion of products or services (exceptions in cases of display and sales policies).
- Programs intended to recruit persons for later fee-based programs.
- Solicitation of donations or related fundraising activities.



Antigo Public Library  
617 Clermont Street  
Antigo, WI 54409

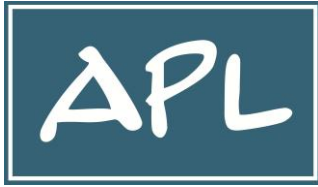
715-623-3724  
[www.antigopl.org](http://www.antigopl.org)

- Groups charging admission for attendance (unless in collaboration with the Antigo Public Library and/or at the discretion of the Antigo Public Library Director).
- Any purpose which may disrupt normal use of the Antigo Public Library or may cause more than normal wear-and-tear on the facility.
- Return use by a group that has abused the facilities or regulations in its earlier use of the Antigo Public Library's meeting room(s)
- Patrons must adhere to the Antigo Public Library's Patron Code of Conduct policy.
- Organizations may not use the name or address of the Antigo Public Library as their official address.
- Organizations may be requested to show us a copy of their 501 (c) (3) or incorporation papers for verification purposes.

**HOURS OF AVAILABILITY:** the McGinley meeting room, and the Small Conference room are available during Antigo Public Library hours for regular bookings. Those hours are:

Winter: Monday – Thursday 9AM-5:30PM, Friday 8:30AM-7PM, Saturday 8:30AM-5PM.

Summer: Monday – Friday 8:30AM-7PM, Saturday 8:30AM-5PM.



### Conference/Fogeltanz Room Reservation Form

Name of Group/Individual: \_\_\_\_\_

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.

Fill out the date and time completely. **When noting the hours of use, be sure to include time for setup and cleanup. Reservations can be placed up to ninety (90) days in advance.**

Single Reservation	
Date:	
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 w/zip: \_\_\_\_\_

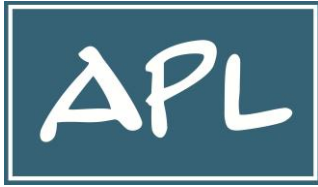
Home Phone of Contact: \_\_\_\_\_ Business Phone of Contact: \_\_\_\_\_

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

**By signing this room reservation agreement, you are acknowledging you have read the Antigo Public Library Facility Use Meeting Room Policy and agree to its terms and conditions.**

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

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



**McGinley 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.

Fill out the date and time completely. **When noting the hours of use, be sure to include time for setup and cleanup. Reservations can be placed up to ninety (90) days in advance.**

Single Reservation	
Date:	
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 w/zip: \_\_\_\_\_

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

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

**Rental Fees:** Please write-in which class your group falls into: \_\_\_\_\_

Fees to be paid for room usage					
ROOM	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
McGinley	No fee	\$5	\$25 per hour	\$10	\$50 per hour
Conference	No fee	No fee	No fee	\$5 per hour	\$10 per hour
Fogeltanz	No fee	No fee	No fee	\$5 per hour	\$10 per hour

**All fees are due at time of room booking – read policy carefully for refund requirements**

Make all checks payable to City of Antigo - Library:

Rental Fees Due: \$ \_\_\_\_\_

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



**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 Antigo Public Library, constitutes damage or destruction beyond normal wear and tear and intended usage; and to identify and forever hold harmless the Antigo Public Library and the Antigo Public Library Board of Trustees, employees, and agents, from any and all claims of any kind, nature or description arising out of the use of any Antigo Public Library facility pursuant to this application or any modification thereof.
- I acknowledge that official Antigo Public Library usage of meeting rooms takes precedence over use by other parties and that the Antigo Public Library reserves the right to ask any party to reschedule to accommodate these usages.

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

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

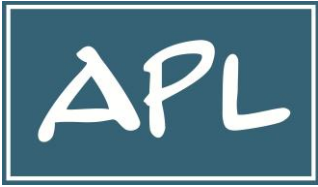
**Release and Waiver of Claims** (please read before signing):

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: \_\_\_\_\_



Antigo Public Library  
617 Clermont Street  
Antigo, WI 54409

715-623-3724  
www.antigopl.org

**Library Staff:**

**After Meeting:**

Room Requested: _____	
Reservation Receipt Date: _____	Checklist Completed: _____
Rental Fees Receipt Date: _____	Room Condition: _____
Admin Approval/Calendar Date: _____	Repeat Request Submitted: Y / N
	Checked by initials: _____ Date: _____