

COLUMBUS PUBLIC LIBRARY

MEETING POLICY

The use of the lawn and meeting room are intended for library programs and meetings however, they are available to community groups subject to the following rules:

An authorized representative of an organization engaged in educational, cultural, intellectual, civic or charitable activities must make written application for use of the meeting room. Commercial and sales organizations and promotions are prohibited. Businesses can interview for job openings or training their employees.

The library does not advocate or endorse the viewpoints of those using the lawn or meeting room.

Applications:

- 1) Applications are available on the Internet at www.columbuspubliclibrary.info or by coming into the library.
- 2) Submit applications in person at the Children's Department circulation desk, by mail or e-mail, online or fax to 920-623-5928.
- 3) Allow two weeks before event for approval by the Library Director or in special circumstances it may be referred to the Library Board.

Meetings:

- 1) Meetings and programs will be scheduled during regular library hours: Monday-Thursday 9-8:30, Friday 9-5:30 and Saturday 9-1.
- 2) They shall be open to the general public at no charge.
- 3) Weekly meetings or use of the lawn are not allowed unless it is a library initiated event or tutoring.
- 4) A staff member may sit in on all programs or meetings.

Description of Meeting Room:

- 1) The meeting room is air-conditioned 19'6"x24' with a capacity of 49.
- 2) Equipment and furniture provided include a clock, a coat rack/w hangers, United States flag on a stand, 4 tables, chairs, built-in projection screen, dry eraser board/w markers and eraser (provided by the library), TV, VCR, tack strip around the parameter of the room to hang up charts, sink, refrigerator, kitchen and a coffee maker.
- 3) A handicap accessible drinking fountain, elevator and restrooms are located on the same level.
- 4) Audiovisual equipment (overhead projector, and sound system,) are available for rent.
- 5) One wall of the meeting room has an accordion door and the room is not sound proof privacy cannot be guaranteed.
- 6) No phone jack is available in the meeting room.

Refreshments:

Refreshments may not be served in the meeting room without pre-approval. Groups are responsible for their own preparation and clean up. Any supplies such as cups, napkins, coffee, etc. must be provided by the organization. Trash should be disposed of in the containers provided. There is an outside trash container near the W. James Street entrance.

Use of the room:

- 1) Smoking and alcoholic beverages are not permitted anywhere in the library. Quiet study and wireless computer access is allowed in the meeting room when no meetings or other activities are scheduled.
- 2) Meetings and programs disruptive to the general use of the library may be denied future use.

Outside programs:

- 1) Groups are responsible for providing seating, tables and needed equipment for outside programs.
- 2) An electrical outlet is located on the front of the building to the left of the stairs behind a cover for use by approved groups.
- 3) No organization other than the library may post signs on the library lawn.
- 4) Programs on the lawn may be held when the library is closed.

Repair of any or all damage is the responsibility of the group or individual using the meeting room or the lawn.