

## **Meeting Room Policy**

### **Introduction**

The Neenah Public Library welcomes public use of the meeting rooms.

### **Availability and Use**

Meeting rooms are available as a free public service to the community on an equitable basis regardless of the beliefs and affiliations of the individual or group. Rooms are available during open hours.

Meeting rooms may be used for club events, classes, home schooling events, religious services, business meetings, candidate forums, listening sessions, legal negotiations, recitals, studying, group projects, etc. Rooms may not be used for commercial events where products, services, or memberships are advertised, solicited, or sold. (Library-sponsored and co-sponsored performers may sell merchandise related to their performance.) Classes offered by non-profit educational institutions and organizations may charge a class fee. Events that are disruptive of normal Library operations are not permitted.

The Library Director has the authority to issue meeting room rules and to revoke permission for use of the rooms if policy and rules are not followed. The Library reserves the right to enter meeting rooms as needed to ensure adherence to policy and rules. Violations of policy and rules may result in revocation or suspension of meeting room privileges.

### **Rules for use:**

- Individuals and groups using a meeting room must follow the Library's Code of Conduct Policy.
- Groups are responsible for compliance with the Americans with Disabilities Act provisions.
- Groups are responsible for ensuring that attendance does not exceed posted occupancy limits.
- Individuals and groups using a meeting room are responsible for set-up and for tidying the room prior to leaving. If staff must provide cleaning services, a \$50 fee will be charged.
- Windows must remain uncovered. Hanging, tacking, and posting items on meeting room walls is not permitted.
- Staff reserve the right to transfer an individual or group to another meeting room.

- Reserved rooms will be held for 15 minutes beyond the scheduled start time. After 15 minutes, the reservation will be cancelled and the room will be available for use by other individuals and groups.
- Refreshments and meals may be served. Cooking is prohibited. (Cooking is permitted at Library-sponsored events.)
- Alcohol use is prohibited.

### **Liability**

Individuals and groups who use a meeting room are responsible for loss or damage to attendees or property of attendees and for any damages to the room and/or equipment resulting from negligence or willful misconduct. The Library is not responsible for items left in meeting rooms.

### **Endorsement**

The Library provides meeting rooms as a community service and the use of a room does not constitute Library endorsement of the viewpoints expressed by presenters or participants. Anyone using a room shall not publicize the event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the Library unless permission has been granted in advance by the Library Director or designee.

### **Piano**

The Library has a Boston GP-193 6'4" Black Satin Grand Piano. It is used for concerts, recitals, and other programs.

### **Rules for use:**

- The piano must be reserved for use. It must be used in the Shattuck Community Room.
- The piano must be covered when not in use. Nothing may be placed on top of the piano.
- The piano may only be moved by Library personnel. It may not be moved with the lid up.
- No food or beverages are allowed on or near the piano.
- Any group or individual damaging the piano in any way is liable for the cost of repairs.
- "*Prepared piano*" modifications (modified by objects placed on or between strings, etc. to produce percussive effects and unusual timbres) are not permitted.
- If a musician, piano teacher, etc., requests piano tuning for a program, the Library will employ its regular tuner/technician and the requestor will reimburse the Library for the tuning.
- Professional musicians may practice on the piano prior to a concert. In general, the piano is not available for practice or lessons.

- Persons not following these regulations may be denied access to the piano by the Library Director.

**Piano Maintenance**

Scheduled tunings and routine piano maintenance and repair shall be paid for from the general trust fund or by donors. Donations for piano maintenance are welcome.

*04.25.01/12.17.08/07.15.09/06.21.17/02.16.22/05.18/22*