

Booking a Meeting Room

If you would like to use a meeting room within the next two days,
please call the library at 920-262-4090.

For future reservations, please follow the instructions below.

Reservations for Watertown Public Library Meeting Rooms can now be made online!

Please read the full Meeting Room Regulations on the following pages
before requesting a meeting room.

Visit <http://watertownpubliclibrary.evanced.info/spaces>
to create an account and place a request.

REQUESTING A MEETING ROOM:

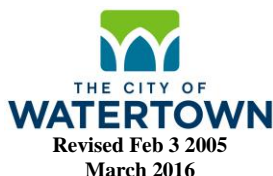
- Select **Create An Account**. You will need to verify your email before continuing.
 - NOTE: If you have already booked a room using the new software, or a staff member has booked a room on your behalf, enter your email address and password. If you do not know your password, choose "Forgot Your Password?" to reset.
- Select the Date and Time of your meeting and click **Search for a Space**
- Available times will appear in white. Times that are unavailable will appear in gray. The times you have selected will show in green.
- Select a meeting room by choosing **Pick Me!**
- In the "Purpose" box, type the name and a short description of your organization and the purpose of the meeting.
- Select your organization from the drop down menu. If your organization has not been added, select "No Organization."
- Read and agree to the Meeting Room Regulations, which are listed on the next page.
- Answer the two questions.
 - If you have not completed a meeting room application or your application is out of date, please fill out a new form and email it to askrefwt@watertownpubliclibrary.org. You can find the form at the end of this document.
- Click **Submit Request**.
- You will receive an email confirming your submission. A second email telling you if your request has been approved will arrive within 1-2 business days.

You can now use your account to manage your reservations online.

If you would like to request a projector or screen call the Circulation Desk at 920-262-4090.

Watertown Public Library

100 S. Water Street, Watertown, WI 53094 . 920-262-4090 . www.watertownpubliclibrary.org



Watertown Public Library Meeting Room Policies and Procedures

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." -- Library Bill of Rights, revised January, 1980.

A. AVAILABILITY

Meeting rooms are intended primarily for the use of the library's programs and library-sponsored activities. When not required for library use, the rooms will be available for use by community and other not-for-profit groups and local businesses, for programs of an informational, educational, cultural or civic nature. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

1. Permissible Meetings:

- Library meetings and programs
- Educational and literacy groups
- Civic betterment organizations
- Cultural and artistic groups
- Governmental meetings
- Other meetings not covered by exclusions

Meeting rooms in the library may be reserved on a first-come-first-serve basis for groups primarily serving the needs of the community. Library sponsored events shall have priority.

2. Exclusions:

The meeting rooms may not be used for:

- Fund raising purposes: however, planning and training for fund raising by recognized local community service agencies is permitted. Exceptions may be made for library sponsored events, and programs presented by groups affiliated with the library.
- Programs involving the sale, advertising, or promotions of products or services.
- Programs intended to recruit persons for later fee-based programs.
- Programs intended to promote or create business opportunities.
- Groups conducting profit-making activities.
- Groups charging admission for attendance. Exceptions may be made for meetings sponsored by approved non-profit educational groups or institutions for short term classes or discussion groups involving small fees.

B. CONDITION OF USE

- Groups desiring to use the meeting room for regular monthly meetings must make application to the Library Director. It should be noted that library programs will take precedence over any other group's regularly scheduled meeting.
- Recurring reservations for the meeting rooms will be accepted, but for no more than one calendar year at a time. At the end of the year, such reservations must be reviewed.
- Children (under age 18) may not use the meeting rooms without adult supervision
- Smoking is not permitted.
- No alcoholic beverages may be served or consumed.

C. APPLICATION PROCEDURE

- Applications for the use of the meeting rooms by non-library groups must be made on the appropriate form at least 48 hours in advance by an authorized representative of the group.
- Upon receipt of a properly executed application for use of a room during library hours, a library staff member may approve the application and confirm the booking if the meeting purpose falls clearly within the approved meeting room policies.
- If there is an application which the policy does not clearly cover, the staff member will refer the application to the Library Director, who will either approve or disapprove; or if an exceptional request is not covered by policy, refer it to the board.
- The 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.

D. FEES AND ADMISSION CHARGES

1. No fees are charged by the library for the use of the meeting room
2. Groups using the meeting room may not charge admission, nor collect or request contributions or donations

In the case of an emergency, or if a library-related program arises which, in the judgment of the Library Director has priority, the Library reserves the right to ask groups to choose an alternate meeting date.

E. CHILDREN'S GROUPS

Children's groups may use the meeting rooms provided that an adult sponsor makes application, and provided that the meeting is supervised by adult sponsors, at least 1 adult for every 10 children, unless special permission is obtained from the Library Director.

F. EQUIPMENT

- Individuals may check out a media projector and projector screen if it is available; to reserve, call the Circulation Desk. A blackboard and dry erase board are available for use in the meeting rooms. However, the group shall be responsible for any advance preparations, for setting up and putting away meeting room furnishings used for its meeting, as well as clearing away their own equipment. The library reserves the right to refuse requests for equipment if the equipment requested is needed for library purposes at the time in question.
- The library cannot provide operators for equipment. If instructions are required, it is suggested that a representative of the group make an appointment with library staff before the meeting. All audiovisual equipment must be checked out at the Circulation Desk by a group representative with a valid library card. The person who checks out the equipment is responsible for any damage incurred. Equipment must be returned to the Circulation Desk at the end of the meeting
- Storage facilities will not be provided for any non-library organization

G. OTHER REGULATIONS

- Food and/or beverages are allowed in the meeting rooms. Proper clean-up and disposal is required.
- Users are responsible for the setup and take-down of tables and chairs. Library staff is not available to assist. Rooms must be restored to their original order and all equipment returned to the front desk.
- All meetings not sponsored by the library must end at least 15 minutes before the library closes.
- Fire and emergency exits shall not be blocked by furniture or other equipment.
- The circulation desk must be notified at the completion of the meeting so that they may inspect and lock up the rooms.
- No children may be left in the meeting room unattended.
- Programs may not disrupt the use of the library by others. Any group that is disruptive or disorderly will be asked to leave.

H. TELEPHONE CALLS FOR MEETING DURING LIBRARY SERVICE HOURS

- Because of staffing limitations, the library is unable to carry messages (e.g. telephone calls) to persons/groups using the meeting room. Staff will note messages as they are received. A representative of the group will need to check with the circulation desk; she/he can then relay the message(s) to the appropriate party. In the event of emergencies, staff will attempt to place the caller in touch with the person being called.

I. AGREEMENT BY USER

1. In consideration for the use of a meeting room, each organization agrees that:
 - It will pay for all damage to any property of the Watertown Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
 - It will hold harmless the City of Watertown and the Watertown Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused the organization or any person in connection with a meeting.
 - It will take responsibility for compliance with the accessibility to services provisions of the Americans with Disabilities Act.
 - It is understood that the City of Watertown and the Watertown Public Library assume no responsibility whatever for any property placed in the Library in connection with a meeting; and that the City of Watertown and the Watertown Public Library are hereby expressly released and discharged from and against any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

MEETING ROOM INFORMATION

Meeting Room 1

Meeting Room 1 has a maximum capacity of 37 people. Tables and chairs are available in the room.

Meeting Room 2 (Board Room)

Meeting Room 2 has a maximum capacity of 35 people and is set up with a conference table and chairs. The room layout may not be changed.



Watertown Public Library Meeting Room Application

Organization: _____

Address: _____ City, State: _____ Zip: _____

Contact Name: _____ Phone Number: _____

Contact Email Address: _____

Home Address: _____ City, State: _____ Zip: _____

Alternate Contact: _____ Phone Number: _____

Type of Meeting: _____

Date of Meeting: _____ Time of Meeting: _____

Will meet:

_____ One time only _____ Once a month

_____ Other Explain: _____

Number of people expected: _____

Please note: Your group is responsible for setting up the tables and chairs, and for all clean up. The undersigned, on behalf of the above organization, has read, understood, and agreed to comply with the policy and procedures governing the use of the Watertown Public Library meeting rooms. The organization represented accepts full liability for any damage to facilities or equipment, and agrees to take responsibility for compliance with the Accessibility to Services Provisions of the Americans with Disabilities Act. The Watertown Public Library will not be responsible for any materials or equipment left in the building.

Signature _____ Date _____

STAFF USE

Application Approved _____ Date _____