

## **PURPOSE**

The Oak Creek Civic Center’s Meeting Rooms fall under the control and custody of the Oak Creek Public Library Director and Oak Creek City Administrator. Use of the Civic Center’s Meeting Rooms are subject to the application review and approval of the Oak Creek Public Library Director or designee. Neither the Library nor the City is in any way affiliated with the events scheduled in or agencies using the Meeting Rooms; it simply provides the venue for such events. Meeting Room users are NOT representative of the Library, the City or its operations.

In making the meeting room available to the public, the Library Board and Common Council subscribe to the tenets of the American Library Association’s Library Bill of Rights which states in part, “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.”

## **ROOM USAGE**

The Oak Creek Civic Center offers a variety of meeting rooms available for public use. The primary purpose of these rooms is for Library or City related activities. Rooms are available to rent during normal Library business hours. Rooms must be vacated 15 minutes prior to closing, Monday – Friday; 30 minutes prior to close on Saturdays.

Reservation applications must be filled out online at [www.oakcreeklibrary.org/reservations](http://www.oakcreeklibrary.org/reservations). Online applications can also be accessed at the Oak Creek Public Library. Users are responsible for reading and understanding the Civic Center Meeting Room Policy, as well as, all Library and Civic Center policies. Application and other required materials must be submitted at least one week prior to the scheduled meeting date. Dates and times of use are allocated on a first-come, first-served basis. Reservations are not considered confirmed until formal application has been submitted and approved and payment has been received.

Reservations are accepted 90 days in advance. The Library and City reserve the right to limit the number of reservations. Users must be 21 years of age to reserve a Civic Center

meeting room. Exceptions may be granted for users 18+ per the Library Director's discretion.

Facilities are reserved on a "as is" basis. Users must reset rooms to the original condition or the room deposit will be lost and an additional clean-up fee may be assessed.

Applicants are responsible for obtaining all applicable licenses and permits for their event, if any are required.

All Civic Center meeting rooms are equipped with a variety of media and technology equipment. Room users must participate in a training session before equipment will be made available. There is a fee for training. The individual(s) that received the training must be present in order to use any equipment. Each room may require its own training session. Training must be renewed each calendar year or as new equipment is introduced.

No deliveries can be accepted for meetings. Materials cannot be stored at the Civic Center before or after a meeting.

Meetings may be publicly noticed by the Library and City. Notices may not state that the Library or City is a sponsor or endorser of the event(s). Notices may only state the appropriate Civic Center Meeting Room as the location for event(s).

Usage and reservation guidelines may be modified with the approval of the Library Director or City Administrator.

## **FEES**

Government entities and individuals or organizations affiliated with or partnering with City entities will not be charged a fee to use any Civic Center meeting spaces. All other groups and organizations will be charged a rental fee. Please see the Civic Center Meeting Room Fee Schedule for a detailed breakdown of fees.

Usage fees must be submitted at the time of application. All room reservations require a valid credit or debit card in order to process the reservation, which will be held on file in lieu of security deposit. Fees will be refunded if the application is not approved.

Fees may be modified with the approval of the Library Director or City Administrator.

## **CONDUCT**

Users are responsible for reading, understanding and following all Library policies and procedures, including the Library Patron Behavior Policy. Failure to do so will result in loss of Library privileges, including meeting room privileges.

Use of the room cannot be disruptive of the programs and activities of the Civic Center.

No unlawful activity is permitted on Civic Center premises.

## **CANCELLATIONS**

The City or Library reserves the right to reassign room reservations based on need.

Reservations may be revoked in the interest of City or Library sponsored activities or the failure of the reservation holder to comply with Civic Center standards and policies.

The Library must be notified of all cancellations. Fees are non-refundable, if less than 48-hour notice is given.

Repeated cancellations, failure to keep appointments for meetings or failure to follow Civic Center policies will be cause for denial of future requests.

*Adopted by the Oak Creek Library Board of Trustees December 15, 2015*

*Revised July 29, 2016*

*Revised January 11, 2018*