

LaCrosse Public Libraries – Main, North, South Meeting Room Policies

Thank you for choosing the meeting facility at our library locations. The meeting rooms are available to organizations that wish to promote an open forum for knowledge, ideas, and cultural enrichment.

Please contact our Meeting Room Coordinator at the Main library by calling 608-789-7130 to schedule the use of a room. For meeting room information at our Community Libraries, please call 608-789-7102 for North Community Library or 608-789-7103 for the South Community Library.

Meeting room requests can also be made online by going to our website at www.lacrosselibrary.org and clicking on the meeting room icon located at the top of the page. Due to the fact that our spaces are in such high demand, reservations are only accepted six months in advance.

Availability

The library meeting rooms are available for public use as indicated below. Please note that rooms are NOT available prior to the library opening time. Keep this in mind when scheduling if you need setup time prior to the start of your meeting.

Rooms may be scheduled at MAIN:

- *9:00 a.m.—7:45 p.m. Monday—Thursday;
- *9:00 a.m.—5:45 p.m. Friday;
- *9:00 a.m.—4:45 p.m. Saturday;
- *1:00 p.m.—4:45 p.m. Sunday

Rooms may be scheduled at the BRANCHES:

- *12:00 p.m.—7:45 p.m. Monday—Wednesday
- *10:00 a.m.—4:45 p.m. Thursday—Saturday

Meeting Room Regulations

- The public meeting rooms are not available for fundraising or for-profit activities, purely social functions (e.g. receptions, birthday parties, showers, etc.) or activities that by their nature are or could be disruptive to normal library operations (e.g. loud rallies or ceremonies). Noise resulting from public use of meeting rooms must fall within levels that are acceptable and consistent with normal library operations.

- Library functions will take precedence over other meetings already booked should the need arise.
- General courtesy and safety are expected. Individuals responsible for the meeting must ensure that all attendees know where the fire exits are located.
- All three locations of the La Crosse Public Library facilities are smoke-free and alcoholic beverages are not permitted in any building.
- Main and South library meeting rooms are also polling places. Meetings will not be booked in these rooms on election day. Main cannot accept reservations the day before and the morning after an election. South cannot accept reservations the afternoon and evening before an election but will accept them for the day after voting.

Billing

- For organizations that require billing, a \$5.00 service charge will be added to the cost of the meeting room charge. Non-payment of fees will restrict future scheduling of meeting rooms until accounts are cleared.

Cancellations

- Please call at least 24 hours in advance to cancel a meeting room reservation in order to avoid responsibility for payment.

Closing

- Users are expected to vacate rooms at the scheduled time. The same room may be used by several groups on one day and your cooperation is essential in cleaning up the kitchen and meeting rooms when you are finished.
- Ordinarily, all meeting rooms must be vacated 15 minutes before closing time which means no later than 8:45 p.m. Monday through Wednesday and 5:45 p.m. on Fridays. Saturdays and Sundays at the Main library the rooms must be vacated by 4:45 p.m. At the Community Libraries, rooms must be vacated by 7:45 p.m. Monday through Wednesday and 4:45 p.m. Thursday through Saturday. A \$100 fee may be charged if a group occupies the room beyond these times.

DVD/Video Showings

- User organizations agree that they will comply with copyright laws and will secure necessary performance licenses for DVD/video showings and exempt the library for any failure to do so.

Equipment/Materials

- The library is not responsible for equipment or material owned by an organization and used in the library. Equipment and materials owned by others may not be stored at the library.
- No organization may list the address of the La Crosse Public Library or the Community libraries as its official address without permission from the Library Director.
- There is no charge for the use of the equipment. Equipment should be reserved at the time the room is reserved. **The library cannot provide operators for the equipment. If instruction is required for equipment operation, a representative of the group must set up an appointment with the meeting room coordinator in advance.**

Fees

- **At the Main and South Community Libraries, fees are to be paid the day of the meeting. Prepayment of meeting room charges are not accepted.** Please have the person responsible for making the payment check in with the Circulation desk staff so the rooms may be unlocked.
- There is no charge to use the North Community library meeting room. However this room is not handicapped accessible.
- The following organizations and agencies are exempted from fees:
 - AARP Tax Assistance
 - City/County of La Crosse Departments
 - State of Wisconsin departments and agencies
 - La Crosse Area Genealogy Society
 - La Crosse County Historical Society
 - La Crosse Public Library
 - La Crosse School District
 - UW-L Summer Reading Program
 - Winding Rivers Library system
- Courses that require tuition or registration offered by established educational institutions may use the meeting space and collect fees as necessary.

Food/Beverages

- Food and beverages may be served in the library meeting rooms. No Kool-aid, orange drink or other beverage that might stain the carpeting is allowed. Carpet cleaning charges may be assessed if a problem occurs.
- The Main Library has a kitchen that may be used if it is reserved at the time the auditorium is scheduled. Users must provide their own utensils; however, a coffee-maker, microwave and refrigerator are available.

Interpreters

- It is the responsibility of the user organization to comply with the provisions of the ADA (Americans with Disabilities Act), including providing an interpreter, if requested.

Room Setup

- ***Weekday Setups***
Room setups are provided by our maintenance staff during the week based on the setup diagram selection as provided through the software when reservations are made online.
- ***Weekend Setups & Usage***
Meeting room users are responsible for weekend room setups. Tables and chairs are provided to accommodate setup requirements.
- ***North/South Setups***
The first setup for the day is arranged. However, if there are more setups throughout the day and staff is not available, the groups may be responsible for their own setups.

Prices for the meeting rooms at Main Library are as follows:

Up to 4 hours

Full Auditorium A/B \$30
Half Auditorium A/B \$20
Trustees Room \$15

Over 4 hours

Full Auditorium A/B \$50
Half Auditorium A/B \$30
Trustees Room \$20

A \$20 charge has been implemented for booking the South Community Library Meeting Room.

