

**USS Liberty Memorial Public Library**  
**Meeting Room Policy**

It is the intention of the USS Liberty Memorial Public Library to make available the use of the meeting rooms to all interested parties provided usage does not interfere with the normal functions of the library.

1. Any use of the meeting rooms for library-sponsored programming is to have first priority. Library sponsored programming will be scheduled as far in advance as is possible, but in the event that a conflict should arise with meeting room reservations from other groups, the reservation dates will have to be changed to accommodate the library.
2. Except for library sponsored programming and book discussion groups, the rooms cannot be reserved on a continuing basis. A series of meetings can extend no more than four weeks, or more than four months for monthly meetings.
3. The meeting rooms may not be reserved for: personal or family purposes, or for a return engagement by a group that has abused the facilities in their earlier use.
4. The meeting room will not be available when the library is closed, and groups must be done using the rooms 15 minutes prior to closing time.
5. Programs involving the sale, advertisement or promotion of commercial products or services are prohibited with the exception of library sponsored events. The sale of products or services for fund raising purposes is also prohibited.
6. There will be no charge for meeting room use for non-profit groups. There will be a nominal charge for profit groups. Any local profit group will be assessed \$10 per hour; any non-local profit group will be assessed \$20 per hour, local defined as having a branch or headquarters within Ozaukee County. Payment for meeting room usage should occur prior to usage of the room. The rooms must be open to the public for all non-profit groups.
7. Reservations will be taken on a first-come, first-serve basis over the telephone or in person. The rooms must be reserved a minimum of two days prior to the meeting date. Room reservations will default to the lower level meeting room. The upper level meeting room will only be reserved if the lower level room is not available.
8. The upper level meeting room has seating for 15 people. The lower level meeting room has seating for 35 people. If the Library Director determines that a crowd in excess of this number is anticipated, use of the meeting room may be denied.
9. Chairs and tables must be returned to their original arrangement following a meeting. Groups may serve food and beverages. A 30-cup coffee maker is available for use provided the coffee maker is cleaned after using

- it. Alcoholic beverages are not allowed. The room must be left in a neat and orderly condition.
10. Any views expressed by any group using the meeting rooms are not necessarily the views of the Grafton Joint Library Board or any other unit of the Village or Town of Grafton.
  11. Each group using the meeting rooms must agree to the following:
    - a. It will pay for all damage to any property of the Village or Town of Grafton resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
    - b. It will hold harmless the Village and Town of Grafton and the USS Liberty Memorial Public Library and the Grafton Joint Library Board from and against any and all liability which may be imposed upon them for any injury to persons or property caused by the organization or any person in connection with a meeting.
    - c. Any articles or objects may not be stored for any period of time anywhere in the library building that is connected with a meeting room usage unless it is library sponsored.
  12. It is understood that the Village and Town of Grafton and the USS Liberty Memorial Public Library and the Grafton Joint Library Board assume no responsibility whatever for any property placed in the library in connection with a meeting, and that the Village and Town of Grafton and the USS Liberty Memorial Public Library and the Grafton Joint Library Board are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.
  13. Audio-visual devices may be used provided noise generated is not disruptive to the atmosphere of the library. A video projector unit is available in both the main level and lower level meeting rooms. A videotape player and DVD player are also available in the lower level meeting room. Use of these devices is the sole responsibility of the group using the meeting room. Any videotape displayed before an audience is the sole responsibility of the group using the meeting room.
  14. Future use of the meeting rooms will be forfeited if these terms are not complied with.
  15. This policy is subject to amendment at any time by the Grafton Joint Library Board.

Approved by the Joint Library Board February 24, 2020.