

Muscoda Public Library

Community Room and Study Room Policy

Philosophy and Purpose

A mission of the Muscoda Public Library is to serve as Muscoda's Lifelong Learning Center. In support of this mission, the Library provides several spaces appropriate for public gatherings and values the ability to lend these spaces to groups in the community. This policy is intended to govern the free use of these spaces by non- Library entities. Scheduling events and groups in Library spaces does not imply Library endorsement of the aims, policies, or activities of any group or organization, or the views expressed during the meeting or event.

In scheduling the use of these spaces, the Board of Trustees and the Library staff shall not discriminate on the basis of political or religious beliefs of applicant groups, or on any other constitutionally or statutorily- prohibited basis. However, the provision of meeting space must be subordinate to the need to provide a safe, peaceful, and respectful Library environment. No use of the meeting spaces that is likely to disturb Library patrons in their customary use of the Library, impede Library staff in the performance of their duties, or endanger the Library building or collections will be approved or permitted. Persons or groups who wish to reserve a meeting space must be in good standing with the Library. Use of meeting spaces for Library purposes shall take precedence over all other uses.

Library Community Room

Community Room Uses and Priorities:

The Library Community room may be used for programs sponsored by groups or individuals. 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. The room may be used by Non-Profit organizations only.
2. The room may be reserved no more than sixty days in advance.
3. Use of the room is free, but donations are appreciated.
4. Priority is given to library programs and library sponsored events.
5. Programs must be held during regular library hours.
6. Maximum capacity for the room is 30 people.

The Community Room cannot be used for:

1. Any purpose that might interfere with the normal use of the Library.
2. Any meeting where admission or other fee is charged.
3. Programs whose purpose is the sale, advertising or promotion of products or services.
4. Political meetings that are for fundraising, party caucuses or closed to the public.

Community Room User Responsibilities:

1. Groups using the Community room are responsible for setting up the table and chairs for the room before the meeting and returning it to its original configuration after the meeting.
2. Groups must carry in their own equipment and supplies and provide their own equipment set-up. The Community room has a Smart Board and laptop computer which can be used with the assistance of the Library's technology coordinator.
3. After the meeting the floors should be swept and tables wiped if necessary.

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4. The program should be completed and all occupants should depart 15 minutes before the normal closing time of the library for that day.
5. Activities in the community room cannot extend into the library itself. In consideration of library patrons, noise levels should be monitored.

The Library reserves the right to prohibit the group from future use of the room if issues arise.

Information to be Provided for Use of the Community Room

1. Name of organization
2. Name and address of contact person
3. Phone number or email of contact person

Library Study Rooms

The Muscoda Library has two study rooms for patron use. The study rooms are designed to provide a quiet area of study for an individual or small group to meet and work. The larger study room can accommodate up to 6 individuals. The smaller study room can accommodate up to 2 people and has 2 laptop computers that are available for patron use.

For-profit activities may not take place in the study rooms. Study rooms may be used by individual or groups on a first come, first served basis.

Patrons must sign in with a Librarian at the Circulation Desk to use either of the two study rooms in the library. Patrons should have a library card from our library or from within our library system to reserve a room. Reservations may be made for up to 2 hours per day. If no one is waiting, the time may be extended for an additional time period. Reservations may be made up to one month in advance.

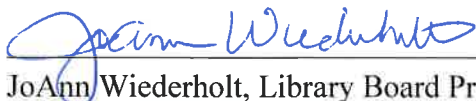
Users must follow other library policies while in the study room including no food allowed in the study area. Users are responsible for the conditions of the study rooms.

Administration of this Policy

The Library Director shall be responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 5th day of February, 2025.



JoAnn Wiederholt, Library Board President