

Muscoda Public Library

Use of the Library as a Meeting Room Policy

Purpose

The Board of Trustees of the Muscoda Public Library will allow the use of the public library as a meeting room with the following understanding:

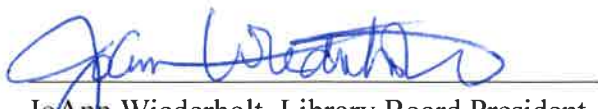
1. No meeting, other than library related, can be held in the library during regular open hours.
2. Meetings of a non-profit civic, cultural, or local governmental group will be allowed only if the large room of the Kratochwill Building is unavailable or if a Smart Board is required for the meeting.
3. Permission for using the library is obtained from the librarian during regular library hours and must include the name of the organization, time period desired, and the number of persons expected.
4. Without supervision, children's groups may not use the library as a meeting room.
5. Organizations holding meetings must assume responsibility for any damage to room or contents.
6. Room must be left in a neat and orderly condition.
7. Smoking, vaping, chewing or any other type of tobacco use will not be allowed at any time.

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 14th day of May, 2025.



JoAnn Wiederholt, Library Board President