

APPLETON PUBLIC LIBRARY SPACE USE POLICY

I. INTENDED PURPOSE OF SHARING OF SPACE

In the spirit of community partnerships, the Appleton Public Library (“Library”) encourages the use of designated spaces, including meeting, study and conference rooms by the public to support educational, cultural, informational, and civic activities. The Library is committed to providing free and equitable access to these spaces, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

The Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights by the American Library Association. Use of Library space by individuals or groups does not imply Library endorsement of the content or viewpoints expressed.

II. POLICY

Usage of meeting, study, and conference rooms should not interfere with the normal functions of the Library. The Library reserves the right to monitor activities conducted in its spaces to ensure compliance with laws and Library policies.

Priority is given to programs hosted by the Appleton Public Library/City of Appleton.

Requirements:

Different spaces have different attendance requirements and capacities. The Library’s reservation request system will provide this information. Specific room requests may be accommodated based on suitability and scheduling needs; however, the Library reserves the right to reassign spaces.

Prohibited Uses:

- Activities intended solely for commercial profit.
- Personal parties such as birthdays, weddings, anniversaries, etc.
- Activities requiring a fee except for as described in Section V. Private Rental of [insert donor name] Community Meeting Room or Library fundraising or City-sponsored events
- Illegal activities, safety risks, or use of combustible materials.
- Temporarily or permanently attaching items to the walls

Additional Guidelines:

- **Refreshments:** Allowed, but alcohol is prohibited unless part of Library fundraising events outside operating hours.

- **Cleanup:** Rooms must be left in an orderly condition. A \$25 minimum fee may be charged for excessive cleaning. All damage will be the responsibility of the individual reserving the space.
- **Library Access:** Staff must always have access to meeting rooms, and doors may not be locked or barred.
- **Photography:** The library may utilize photos and videos from public programs and events at the library and at off-site library sponsored events on its website, social media and in library publications. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without the written approval from the photographed individual, parent or legal guardian.

Participants may request in writing that their image not be used by the library.

III. **FREE PUBLIC USE OF [insert donor name] COMMUNITY MEETING ROOM(S)**

The [insert donor name] Community Meeting Room (“Community Meeting Room”) is a large space that can be divided into three (3) separate meeting spaces. These spaces are intended for larger groups and are available at no charge for non-commercial purposes by groups and individuals for educational, cultural, informational, or governmental/civic activities. Use of this space includes use of the [insert donor name] Welcome Hall.

Acceptable uses include public lectures, panel discussions, workshops, and other community-focused events.

These meetings must be open to the public and occur exclusively during regular Library hours.

Guidelines and General Rules:

- **Reservations:** Groups must reserve the Community Meeting Room in advance using the Library’s online booking system or by contacting Library administration. No single group may have more than four (4) bookings within six months.
- **Room Setup:** An authorized group member must submit a Meeting Room Request Form. The Library provides a basic room setup based on a selection of standardized options. The group is responsible for customizing the furniture arrangement and ensuring they are properly trained on AV equipment.

IV. Use of Study and Conference Rooms

The Library offers eleven (11) study and conference rooms of varying size and configuration designed for use by individuals and small groups.

Permissible uses include quiet study, tutoring, small group work, meetings, and employers conducting interviews.

Guidelines and General Rules:

- **Reservations:** Rooms are available on a first-come, first served basis and may be reserved through the Library's online booking system or in-person. Rooms may be reserved for up to two (2) hours, with extensions granted if no one is waiting.

V. [insert donor name] CREATION STUDIOS

The Library offers two (2) [insert donor name] Creation Studios ("Creation Studios"). A Creation Studio is a specialized space designed for work on projects that require enhanced technology and resources beyond traditional study rooms. Equipped with tools such as audio-visual editing software, or other creative technologies, the Creation Studio supports activities like digital content creation, design work, and multimedia production. It offers a collaborative yet quiet environment for innovation and learning.

- **Reservations:** Rooms may be reserved for up to two (2) hours, with extensions granted if no one is waiting.

VI. Private Rental of [insert donor name] Community Meeting Room

The Library offers the [insert donor name] Community Meeting Room, including the [insert donor name] Welcome Hall for private rental by individuals/organizations, nonprofits, for-profit organizations, and government entities intended for closed, private meetings.

- Rates are detailed in the [Event Rental Fee Schedule](#) or by contacting Administration (920-832-6170)
- A non-refundable deposit is required to finalize a reservation.
- The Library reserves the right to decline events if staffing or other resources are unavailable.

VII. Rules of Use

All users must adhere to Library policies. Non-compliance may result in removal and suspension of future room use privileges.

VIII. Library Staff Only Programmed Spaces

Some Library spaces are exclusively reserved for staff programming. These spaces include the [insert donor name] Flex Box, [insert donor name] , [insert donor name] Commons, [insert donor name] Coworking Space, [insert donor name] Learning Stairs, [insert donor name] Story Room, [insert donor name] Discovery Room, and the [insert donor name] Children’s Garden. These spaces may occasionally be made available for unstructured access or public programs at the discretion of Library staff. Scheduling and use of these spaces are managed exclusively by Library staff, and they are not available for public reservation.

Transparency: ChatGPT 4o, an AI language tool, was used in this policy update to ensure clarity, consistency, and user-friendliness. The final content was reviewed and approved by library staff.

Formerly Meeting and Study Room Policy. Approved: 12/98. Amended: 11/01; 09/09; 2/13; 10/15; 12/16; 3/17, 12/18, 8/19; 12/24 **(Pending Approval)**

Notes for Board:

- Event Rental Fee Schedule (pending approval)
- Website will detail time limits, capacities and other details related to specific rooms.
- Procedures to be developed upon approval.