



Little Chute Public Library

Gerard H. Van Hoof Memorial

Meeting Space Policy

The library has one meeting room that is available for use to an individual or organized group. Scheduling will be limited, when necessary, to ensure equitable access to the room for the entire community.

The meeting room can accommodate up to 8 people and has a table, chairs, a TV monitor, a projection screen, and a whiteboard.

The Library Board may make exceptions to any part of the following policy if the Board deems extenuating circumstances are involved.

In keeping with the Little Chute Public Library's mission, and as a public service, the library provides limited space for meetings and community activities if the room's use does not conflict with normal library activities. Library programming will have first priority in determining use of the meeting room. **Permission to use the room does not indicate Library endorsement of the program, activity, event, organization, or beliefs.**

Room Availability and Reservations

The meeting room is available during the library's normal hours of operation. Users must vacate the room five (5) minutes prior to closing. Nothing is to be taped, hung, tacked, or otherwise affixed to any walls, windows, doors, or furniture.

The meeting room may be used for 3 hours, provided there is no previous reservation. It may be used longer if no one is waiting for the room. Room users are expected to comply with all other library policies while using the room, including the Library's Code of Conduct policy.

The meeting room will be locked when not in use. Individuals wishing to use the room must register with a staff member at the desk before using the room. A room may be reserved up to one (1) month in advance, and there is a limit of three (3) bookings at a time.

Uses Allowed

- Events, programs, and activities organized, sponsored, or conducted by the Library.
- Studying by an individual or group.
- Club events (veterans, school, youth, sports, services, etc.).
- Meetings (businesses, not-for-profits, unions, associations, political parties, etc.)
- Home school classes, meetings, events, etc.
- Religious organizations (meetings, clubs, events).
- Political meetings, candidate forums, legislator “listening sessions,” etc.
- Legal negotiations, proceedings, conflict resolutions, depositions, etc.
- Test proctoring by the library or non-profit organizations.
- Tutoring.

Prohibited Uses

- Commercial events (where products, services, or memberships are advertised, solicited, or sold) including educational classes or seminars, which charge a fee.
- Conducting private business that may include presentations to prospective clients for paid services and/or solicitation of goods.
- A group may not charge admission for their meeting or event.
- Gambling, in any form.
- Any event that could be considered a party, including personal and family birthday parties, receptions, showers, etc.
- Any event that is disruptive of normal library operations or services.
- Any other activity or behavior that violates the Library’s Rules of Conduct Policy.

User Responsibilities

- Groups or individuals using the room shall not publicize their event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the Library, unless permission to do so has been given in advance by the Library Director.
- The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting. Anything left behind will be placed in the Lost and Found.
- Chairs and a table will be provided but must be arranged by the group according to their needs. Users are responsible for returning furniture and equipment to the proper locations within the room.
- Users are responsible for cleaning up after themselves and for any damage resulting from their use. The room should be left in a neat, clean, orderly condition.
- Lights and equipment are to be turned off.

The Village of Little Chute offers rooms to accommodate large gatherings (up to 150 people) in the Civic Center of the VanHoof Library/Civic Center building. These rooms have fees and need to be scheduled in advance. Please visit the Village [website](#) for more detailed information on renting rooms in the Civic Center.

Approved by the Little Chute Public Library Board of Trustees on September 20, 2022.

Revised: April 2024.