

Meeting Room Policy

The Manitowoc Public Library provides space for community meetings to further the Library's role as a community center. Meeting rooms are a community asset, and the Board of Trustees wishes to encourage their use by community groups.

Meeting Room Use—Statement of Policy

1. The Library meeting rooms are for meetings or programs of an educational, informational, cultural or civic nature, primarily presented or co-sponsored by the Library or by not-for-profit groups or agencies. Only Library sponsored or co-sponsored meetings or programs may involve sale of items, fund raising activities or solicitation of donations. Events of a strictly social nature such as parties, weddings, bridal or baby showers, etc. are not permitted.
2. Use of the facilities for Library, Library-affiliated or Library-sponsored/cosponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered in the following order:
 1. Community non-profit cultural or civic organizations;
 2. City of Manitowoc governmental units;
 3. County of Manitowoc, state and federal governmental units;
 4. All other uses, including organizations or groups whose primary purpose is religious, businesses and for-profit entities (see 3, below).
3. Business may use the meeting rooms for not-for-profit activities. Programs involving the sale, advertisement or promotion of commercial products or services or the solicitation for the future sale of commercial products, are prohibited.
4. All meetings and programs must be free and open to any member of the public. No person's right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Library staff may attend or observe any meeting or any program at any time.
5. Upon reasonable notice, the Library will provide a qualified sign language interpreter for any program or meeting sponsored or cosponsored by the Library. Upon reasonable notice, any group or organization must provide a qualified sign language interpreter for any program or meeting held by that group or organization in the Library, and must pay the cost of providing a qualified sign language interpreter at the then typical rate charged by interpreters. The Library will make arrangements for a qualified interpreter and bill the group or organization, or the group or organization may make its own arrangements. However, all meetings and programs held at the Library must be accessible to the entire community, and every group or organization holding any function at the Library must be prepared to provide a qualified sign language interpreter if requested to do so.
6. Meetings or programs which, in the sole judgment of the Library staff, would interfere with the functions of the Library or of patrons using the Library will not be permitted. Meetings or programs which are approved but which prove disruptive to Library operations shall immediately cease the actions disrupting Library operations upon notification to do so by Library staff. Individuals attending

meetings or programs must comply with the Library's Public Behavior Policy and related policies and shall immediately cease actions deemed in violation of these policies upon request.

7. Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization; its activities; or of the ideas and opinions expressed during the course of meetings or programs held at the Library. The use of the name, address or telephone number of the Manitowoc Public Library as the address or headquarters for any group or organization using the Library for meeting purposes is prohibited. Publicity generated by a group or organization for a meeting or event in a Library meeting room may recite the Library name, address and appropriate room designation only. Any other mention requires the express written approval of the Library Director or his or her designee.
8. No signs, posters, displays, etc. promoting a meeting or program by an organization or group may be placed anywhere in the Library or on its premises without the express approval of the Library Director or his or her designee. Any such items will be removed by the Library and destroyed. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group. The organization or group will not be permitted to reserve meeting room space again until these costs have been paid.

Approved Board of Trustees July 27, 1998

Revised: February 28, 2011

The Meeting Room Procedures and Scheduling Request Form may be found on the following pages.