



Platteville Public Library

225 W Main Street • Platteville, WI 53818

Community Room Policy

- The Community Room is available from opening time until 15 minutes before closing time. Events and clean-up must be completed 15 minutes before closing.
- If the room is needed after library hours, a request may be made to the Library Director or to other authorized library staff.
- The Community Room is intended for groups of 10 or larger.
- Reservations may be made by patrons aged 18 or older. Patron making reservations must be present while room is in use.
- Reservations may be made 6 months in advance, or up to 1 year in advance with approval from the Library Director.
- Individuals and groups can use the Community Room 2 times per month, up to 4 hours per month.
- Individuals and groups may have up to 3 active reservations at a time
- Consecutive, multi-day usage and on-going reservations can be arranged through director approval.
- Non-profit organizations, government agencies, and community organizations may use the Community Room at no charge.
- Profit-making organizations and social gatherings will be charged a fee.
- A security deposit is required for use outside of regular library hours.
- Participants must agree to the guidelines outlined in the Community Room Agreement Form. Failure to abide by these guidelines may result in cancellation of scheduled meetings.
- Groups are responsible for any loss or damage to Library property and will be assessed the cost of any necessary repairs or extensive cleanup.
- The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Library staff will have free access to the Community Room, kitchenette, and storage room at all times.
- Exceptions may be made at the discretion of the Library Director. Appeals may be made to the Library Board.

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Use of the meeting rooms does not constitute an endorsement of the views of the user of the room by the Library.

- Groups or individuals using a meeting 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 or designee.