



Platteville Public Library

225 W Main Street • Platteville, WI 53818

Large Study Room and Conference Room Policy

- The Large Study Room and Conference Room are available from opening time until 15 minutes before closing time. Events and clean-up must be completed 15 minutes before closing.
- The Large Study Room and Conference room are intended for groups of 3 to 12 people.
- Reservations may be made by patrons aged 18 or older. Patron making reservations must be present while room is in use.
- Patrons ages 12-18 can make reservations with parent/guardian signature of the Room Use Agreement form.
- Reservations may be made 6 months in advance.
- Rooms may be used for up to 4 hours per day, or longer with approval from Library Director.
- Non-profit organizations, government agencies, and community organizations may use these rooms at no charge.
- Profit-making organizations and social gatherings will be charged a fee.
- Participants must agree to the guidelines outlined in the Room Use 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 Large Study Room and Conference Room at all times.
- 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.