

## **Farnsworth Public Library: Meeting Room Policy**

The Bond Meeting Room and the small meeting room on the fourth floor are designed primarily for use in library-related activities. These meeting rooms are also available for rent by other groups, subject to availability and Library Director's approval.

1. Meeting rooms may be used for meetings sponsored by non-profit government, educational, community service and cultural organizations, and other responsible groups with the library director's approval. Appeals may be made to the Board of Trustees at a regularly scheduled board meeting.
2. The Bond Meeting Room can accommodate 40 people. The fourth floor meeting room can accommodate 8 people. Chairs and tables may be arranged as desired but must be returned to their original placement. Scheduling for all meetings must be done in advance.
3. The room may not be used for preparing food.
4. The use of alcoholic beverages, smoking or vaping are prohibited.
5. The group representative is responsible for the condition and the contents of the room. Any damages to the room or other Library property may be billed to the individual or group who signs this agreement. Groups are responsible for cleaning up after themselves and placing garbage in designated containers. All clean-ups must be completed within the reservation period. If the room is left in need of cleaning, the group representative may be billed a cleaning charge.
6. Use of the space is subject to a fee for for-profit organizations. Nonprofit organizations are exempt from this fee. The rental rate for the Bond Meeting Room is \$10.00 per hour and the rate for the fourth-floor meeting room is \$5.00 per hour.
7. The Library has limited parking. Meeting participants are asked to not park in the first row of parking spaces closest to the Library building. Participants may park in parking lot spots along Erie Ave or on the street. If parking in the lot, please park only in designated parking spots.
8. Room rental charges are nonrefundable.
9. Failure to comply with any part of this policy may result in denial of future meeting room requests.
10. For groups using the room on a regular basis, this policy must be acknowledged by signature once per calendar year, when the policy is updated and/or when group leader/representative changes.

Reviewed and amended by Farnsworth Public Library Board of Trustees on 1/27/2026.

Return signed contract with payment to: Farnsworth Public Library, 715 Main St, Oconto, WI 54153

**Farnsworth Public Library: Meeting Room Contract**  
**I have read and agree to the Library Meeting Room Policy**

Name of Group: \_\_\_\_\_

Name of Group Representative: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Today's Date \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Rental Time: \_\_\_\_\_

This agreement expires annually on December 31.

Check one:  Bond Meeting Room       Fourth Floor Meeting Room

*For Staff Use:*

Approved By: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Board reviewed and amended 1/27/2026