

STOUGHTON PUBLIC LIBRARY OUTDOOR MEETING SPACE USE POLICY

Adopted by Library Board: 09-18-24



I. Purpose

The Library Board and staff encourage the use of Library space by and for the benefit of the community, including educational, cultural, intellectual, or charitable activities, subject to the Library's policies.

II. Scope

The outdoor meeting space (hereafter "the space") at 216 E Jefferson St is a green space with a concrete pad, a shade structure over the concrete pad, and one bench.

III. Guidelines

A. Scheduling the space

1. The Library will be given first priority for the space's use and there are no restrictions for Library use. Individuals, organizations, and businesses may reserve the space on a first-come, first-served basis. However, if in case of extreme need by the Library and after exhausting all other possible options, non-Library users may be asked to relinquish their use of the space.
2. Use of the space by organizations, groups, and individuals
 - a. There will be a limit of one advance reservation per calendar month. However, library staff may allow K-12 education groups (public, private, and home school) to book the space up to once per week for educational use.
 - b. Reservations of the space are scheduled via an online web form and may be made no more than 6 weeks in advance, and no less than one day in advance.
 - c. All users must vacate the space for any scheduled use. Please refer to the online calendar to confirm reserved use. Groups that fail to vacate the space when directed may be denied future use of library meeting spaces.
 - d. Library staff are not responsible for monitoring or supervising use of the space. If you have any questions about reservations, refer to the online calendar: <https://tinyurl.com/outdoorsto> or call 608-873-6281 during the library's operating hours.
 - e. Library staff reserve the right to enter the space at any time.
 - f. Any misrepresentation upon reserving the space shall void its use and may affect the ability of individuals or groups to use the space in the future.
 - g. At least one of the persons using the space must be age 18 or older.

B. Use of Facilities

1. The Library Board specifically excludes the following uses of its meeting spaces:

- a. Private social functions, such as showers, birthday parties, and dances.
 - b. Fundraising events other than those that benefit the Library (fundraising planning meetings are welcome).
 - c. Any events that would interfere with the normal operation of the library or violate local, state, or federal laws for public places; e.g. events that cause excessive noise, safety hazards, or security risks.
 - d. Soliciting (selling) products or services; asking members of the public or library staff for money; surveying and canvassing, except in conjunction with Library Board approved projects. Vendors may meet with authorized library personnel only. At the discretion of the Library Director, authors reserving library meeting spaces for a book talk may sell copies of their book during the event.
 - e. The Library reserves the right to refuse the use of the space based upon the above criteria. Any questions about room use shall be referred to the Library Director.
2. Since there is no lighting available, the space is only available for use from sun-up to sun-down.
 3. Groups using the space may not charge admission, collect or request contributions or donations, nor perform sales.
 4. Refreshments provided by the users may be served in this space. No alcohol may be served or consumed, and no grilling or open flames are permitted. Any food or other supplies must be provided by the users, cleaned up, and removed from the space at the end of the meeting.
 5. No electricity hookup is available for public use.
 6. No additional tables, chairs, or other furniture will be provided for public use. Users are welcome to provide their own tables and chairs.
 7. In case of dangerous inclement weather, such as lightning or a tornado warning, reservations will be automatically canceled. Users should seek shelter indoors immediately. Back-up reservations of alternate indoor library space (the Carnegie or 2nd Floor Meeting Rooms) will not be permitted; please plan accordingly in case of inclement weather.
 8. Users must return the space to the condition in which they found it. The Library reserves the right to charge users a fee for custodial services if additional cleanup is needed.
 9. Users must provide adequate supervisors, chaperones, and crowd control personnel to satisfy the library administration and staff that the event will be properly controlled. The guidelines outlined in the Library's Behavior Policy also apply to those using this space. Please see that policy for more information. The space is also subject to all federal, state, and local laws regarding public conduct.

10. Decorations, signage, or any other items may not be taped, stapled, glued, staked or in any way fastened or adhered to any part of the space without prior permission and direction from the Library Director or staff.
11. There is no charge for use of the space.

IV. Review and Appeal

Any group or individual who is refused permission to use Library meeting space(s), or who has other objections, may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

V. Disclaimers

- A. The fact that a group is permitted use of Library space does not in any way constitute endorsement of the group's policies or beliefs by the Library, City, Library Board, or staff.
- B. All organizations/individuals using the Stoughton Public Library meeting spaces will maintain compliance with Federal, State and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.
- C. The Director and Library Board reserve the right to refuse use of the space as deemed necessary according to this policy.
- D. This policy may be subject to change based on need or circumstances as approved by the library board at any regularly scheduled meeting.

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