

## HATCH PUBLIC LIBRARY UNFINISHED LIBRARY SPACE USE POLICY

### I. Authority/Purpose

(A) According to section 43.58(1) of the Wisconsin State Statutes, "the library board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board shall also have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes."

(B) The purpose of this policy is to set forth conditions for use of the approximately 15,000 square feet of unfinished space located in the basement of the Hatch Public Library.

(C) The main purpose of the unfinished space is to provide room for the physical expansion of the services of the Hatch Public Library. According to the space needs predictions in the library's Building Program Statement, this expansion will probably not take place before the year 2010.

(D) Any use of this unfinished space shall not interfere with access to the library facility and the efficient operation of library services and programs.

(E) The Hatch Public Library Board of Trustees will have decision-making authority in the implementation of the guidelines and conditions set forth in this policy, until such time that the Hatch Public Library Board of Trustees declares this space as necessary for library purposes.

### II. Description of Space

(A) The unfinished basement area of the library has a concrete floor, concrete and cinder block walls, and exposed ceiling.

(B) Ten windows along the north wall provide some natural light during the daytime. Minimal additional lighting is provided by 26 light fixtures each accommodating 2 four foot fluorescent light bulbs.

(C) Electrical conduits and outlet boxes have been installed for future use but may not be operable at the time of occupancy.

(D) Minimal heating and cooling is provided for this space. Smoke alarms are installed.

(E) Some of this space is currently being used by the Hatch Public Library for storage.

### III. Conditions for Use of Space

(A) Any group or organization wishing to use this space must apply in writing to the Hatch Public Library Board of Trustees. This letter must contain the following information: name of

group and contact person, address and telephone number, amount of space required, detailed description of the specific purpose for which this space will be used, furnishing and/or equipment that will need to be moved into this space, names of all persons regularly assigned to work in this area (if applicable), utility needs (including telephone), and any other pertinent information.

(B) The Hatch Public Library Board and the Hatch Public Library Director will consider all requests. This group reserves the right to refuse a request that it deems inappropriate. If a request is approved, a subcommittee of this decision-making body will meet with the contact person to negotiate the conditions of a lease. The lease shall state that in the event that it is determined by the Hatch Public Library Board of Trustees that the space is needed for any public purpose, the lessee shall be notified and given a reasonable period of time to vacate the premises.

(C) Only requests for temporary use of this space will be considered. The Hatch Public Library Board of Trustees will not consider requests for use of this space beyond one year in length.

(D) Rent will be charged on a square-foot basis. Rental charges will include but are not limited to the full cost-recovery of utility charges, additional maintenance and cleaning requirements for the facility, and the general wear-and-tear as a result of increased traffic to this area of the library facility. Rent for negotiated space will be paid to the City of Mauston on a monthly basis and is due on the first of the month. Tenants will be responsible for any damage to the library facility incurred during occupancy or moving. At the discretion of the Hatch Public Library Board of Trustees a security deposit may be required.

(E) Modification and/or improvements to this space are the responsibility of the tenant and must be done according to city standards. Written permission from the Hatch Public Library Board of Trustees must be secured in advance of any modification. Installation, maintenance, and disconnecting of telephone service are also the responsibility of the tenant. The tenant shall also have sufficient insurance to hold harmless the City of Mauston in the case of any accident that may befall its tenants on library property.

(F) The unfinished space is only available for direct access during the library's current hours of operation. No exceptions will be made to this schedule.

Approved December 15, 1999  
Hatch Public Library Board of Trustees  
Unfinished Library Space Use Policy