

WAUKESHA PUBLIC LIBRARY

POLICY: **MEETING ROOM**

Approved by Library Board: 5/13/10
2/9/06, 3/21/02, 12/14/00, 5/14/98, 10/13/94,
10/14/93, 12/10/92, 7/8/92, 12/5/91

Number: A-3

Last Reviewed by Library Board: 5/13/10

Page: 1 of 4

WAUKESHA PUBLIC LIBRARY MEETING ROOM POLICY

The Library's Community Room was designed to be used for the library's own programs. When it is not needed for library activities, it may be available for use by Waukesha County based non-profit community groups, subject to policies established by the Waukesha Public Library Board of Trustees. In cases where a non-profit designation is not readily apparent, proof of tax exempt status may be required to establish eligibility to use the rooms. The room may not be used by organizations for commercial purposes or for private social events for individuals. Use of the meeting room does not constitute an endorsement of the views of the user of the room by the Library.

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."

APPLICATION FOR USE

One completed application form for each date must be submitted to the Reference Desk in person, by mail, or by faxing it to (262) 650-2502. The application must be signed by an authorized representative of the group, who resides in Waukesha County and who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages to facilities.

Each application will be reviewed and the contact person will receive confirmation by fax, by mail, or e-mail. The meeting rooms will not be considered scheduled until confirmation is sent.

Applications must be submitted at least seven days prior to the meeting date, in order to allow sufficient time to process the application and notify the contact person. Applications will be accepted no earlier than two months before the desired meeting date. For example, for a meeting to be held on April 10, the earliest date an application may be submitted is February 10.

Although telephone applications will not be accepted, the Reference staff will provide information regarding the availability of the room over the telephone.

In order to make the Community Room accessible to as many people as possible, the following restrictions apply. The use of the room by an organization is limited to one

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Number: A-3

Last Reviewed by Library Board: 5/13/10

Page: 2 of 4

meeting per month. A parent organization and its sub-groups will be considered as separate entities if they clearly identify themselves as such.

HOURS

Meetings may be scheduled for hours that the library is open, Monday through Saturday. Meetings must adjourn at least 15 minutes before the library closes. No meeting room access is possible on Sundays or outside scheduled library hours.

EQUIPMENT

A television set with a Blu-ray/DVD player, is available for use in the meeting room. A projection screen is also available. The equipment needed must be requested on the application form.

CAPACITY AND FACILITIES

The room comfortably seats up to 65 persons, with a fire code maximum of 96 persons. Chairs and up to 15 tables are available for groups to set up to meet their individual needs. The Library does not assume responsibility for setting up the room. When the meeting is concluded, the room must be cleaned up and all furniture returned to its original position.

Kitchen facilities with a sink, small refrigerator, and coffee pots are available; however, supplies are not provided. Each organization is required to clean the kitchen and leave the room in order after use. Responsible parties will be billed for any extra cleaning required as a result of food or beverages in the room.

ADDITIONAL INFORMATION

Library use of the Community Room is the first priority. The library reserves the right to cancel a reservation if the room is needed for library use. Whenever possible, a twenty-four hour notice will be given. This right will not be exercised except in emergency situations.

The Community Room may not be used for:

1. Any purpose which, in the opinion of the Library Director and/or the Library Board, may interfere with the normal use of the library.
2. A return engagement by a group that has abused or damaged the facility in its earlier use or has violated any of the regulations set forth in this policy.
3. The furthering of private business interests by for-profit organizations.

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Page: 3 of 4

Appeals and/or comments can be made to the Library Board in writing. Address such communications to:

Waukesha Public Library Board of Trustees, 321 Wisconsin Ave., Waukesha, WI 53186

REGULATIONS

Organizations that wish to continue to use library facilities must abide by the following rules.

1. All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state who is sponsoring the meeting and that the meeting is **not** sponsored by the Waukesha Public Library.
2. Displays, posters, and literature connected with a meeting may not be placed anywhere in the Library except in the Community Room while the meeting is taking place. With the permission of the Reference staff, a flyer advertising the meeting may be placed on a bulletin board.
3. Due to tight schedules, each organization will be admitted to and must vacate the room at the appointed time.
4. Groups using the meeting room are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attending a meeting. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected.
5. The use of the name, address, or telephone number of the Waukesha Public Library as the address or headquarters of any group using the library for meetings is prohibited.
6. Library staff may attend or observe meetings or programs at any time.
7. Beverages and light snacks are permitted if prior approval is obtained.
8. Smoking or use of alcohol or malt beverages is not permitted.
9. A group composed of minors (under eighteen years of age) must have an adult chaperone attend the meeting. This person must also sign the meeting room application form.
10. Displays may not be affixed directly to the walls of the meeting room without prior consent. Library fixtures may not be removed from the walls.
11. Meeting room users are responsible for carrying their own supplies and for operating

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Last Reviewed by Library Board: 5/13/10

Page: 4 of 4

equipment they use.

12. The Library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available.
13. The library reserves the right to make accommodations for meeting room use by other City of Waukesha departments.
14. The library reserves the right to limit or prohibit any use of the meeting room which represents a threat to the health or safety of library customers or to the orderly use of the library.
15. For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Waukesha Public Library from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Waukesha Public Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage, the matter will be referred to the City Attorney for legal action.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Library Board expects that any group utilizing the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in an accessible format in response to a request. For questions relating to ADA compliance, contact the Associate Director, Public Services, (262)524-3680.