

MEETING ROOM POLICY

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."

PURPOSE

The Pewaukee Public Library provides meeting rooms for civic, cultural and educational activities. Meeting rooms may not be used by any organization or individual for commercial purposes or for private social events.

Use of the meeting rooms does not constitute an endorsement of the views of the user(s) of the room by the Library.

If a group abuses the facility or violates any of the regulations listed herein, the Library Director is authorized by the Library Board to discontinue meeting room and / or library privileges regardless of whether the group has future reservations that have been approved.

MEETING ROOM PRIORITY

Library use of meeting rooms (including use by the Friends of the Pewaukee Public Library and the Pewaukee Public Library Foundation) is a first priority and the Library reserves the right to cancel a public reservation if the room is needed for that purpose. Library Administration will attempt to give at least two weeks notice to a user if a reservation needs to be cancelled.

In order to reduce the likelihood of the Library needing to cancel a public reservation for a library-sponsored program, the Library has blocked out times on the Meeting Room Calendar for internal use only. The Community Meeting Room will not be available on Tuesday or Thursday evenings. The Multi-purpose Room will not be available any weekday before 4:30 pm or during the months of May, June and July. The rooms may become available at these times; please check a month prior to the event.

CLASSIFICATIONS

■ For-Profit Organizations or Businesses

- Pewaukee organizations and businesses only.
- Reservations must be submitted and signed by a Pewaukee resident with a valid Waukesha County library card.
- For-profit meetings may not be open to the public or to new customers.
- For-profit meetings will be for internal business operations only (e.g. conferences, training, evaluations, strategic planning, or team building).
- Fees - \$50 for half-day reservations or \$100 for full-day reservations.

■ Not-For-Profit Organizations

- 501 (c)(3) documentation must be submitted with application.
- Reservations must be submitted by a Pewaukee resident with a valid Waukesha County library card.
- If the meeting is not open to the public, then the same policies apply as for-profit meetings. See for-profit for fees.
- Waukesha County organizations only

■ Club Organizations

- Reservations must be submitted and signed by a Pewaukee resident with a valid Waukesha County library card.

■ Boy or Girls Scout Troops

- Reservations must be submitted and signed by a Pewaukee resident with a valid Waukesha County library card.
- Room use is limited to the Multipurpose Room in the Children’s Library.
- Restricted to Troop (children) meetings only. If the troop wants to request a business or planning meeting with troop leaders or troop parents (which are not open to the public), then the same policies apply as for-profit meetings. See for-profit for fees.

■ Government Organizations

- Government office must be located in Waukesha County.
- Reservations must be submitted and signed by a Pewaukee resident with a valid Waukesha County library card.
- Same policies apply as for-profit meetings: if the meeting is not open to the public, fees are applied. See for-profit for fees.

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Organizations using Library facilities must abide by the following regulations:

1. All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the Library must clearly state that the meeting is not sponsored by Pewaukee Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 3 days prior to the meeting.
2. Each group will be admitted to and must vacate the room at the scheduled time. Access prior to scheduled time is not possible. Setup and cleanup time must be included in the scheduled time block.
3. Groups using the meeting rooms are not permitted to charge attendees a registration fee or to require the purchase of an item as a condition of attending a meeting. Voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected. Membership dues may be collected provided no one is excluded from attending the meeting if not a member.

4. The Library does not provide assistance with carrying supplies or equipment, and custodial help and assistance with the operation of equipment are not available.
5. The name, address or telephone number of the Pewaukee Public Library may not be used as the address or headquarters of the group meeting at the Library.
6. Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the Library may be removed from the walls. Displays, posters, and literature connected with a meeting in the Library may not be placed anywhere in the Library prior to the meeting.
7. A small sign announcing the meeting may be posted on the meeting room doors or on an easel no earlier than one-half hour before the program, meeting, etc. will begin. No other information or displays can be placed outside the meeting room while a meeting is taking place. *Please note the Library does not have an easel available for use.*
8. Because of the special relationship the Library has with the municipalities of Pewaukee, the Library Board may make special accommodation for their needs.
9. The Library is not responsible for equipment or material owned by a group and used in the Library. Such equipment may not be stored at the Library.

APPLICATION FOR USE

Applications may be picked up in person at the Circulation, Reference, and Children's Desks, or downloaded/printed from the Library's website. The completed application may be returned to the Library via e-mail, fax or U.S. Post or turned in at the Circulation desk

Application requests **MUST** be received at least seven (7) days prior to the meeting date to allow sufficient time for processing.

The application must be signed by an authorized adult Pewaukee resident representative of the group and who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages.

Each application will be reviewed for eligibility and completeness. Incomplete applications will be returned without action. The contact person will receive confirmation by mail, fax or email.

FREQUENCY

One request per calendar month, per room, per group is permitted. Groups wishing to use the meeting rooms on a regular basis (for example, once a month) may apply for dates up to six months in advance. Application for a single use may be made up to one year in advance. Only Administrative staff can give information on the availability of rooms. Please note a date is not

guaranteed until your application is approved and confirmed in writing. Guaranteed reservations may still be pre-empted by a library program.

A parent organization and its sub-groups will be considered as separate entities if this is specified at the time of application. The Library Director has the discretion to deviate from the meeting room policy to give preference to groups whose primary purpose is to discuss books and literature.

Additional requests for room usage may be made less than 30 days prior to requested date and may be granted based on room availability at the discretion of the Library Director or the Director's designee. Additional requests must follow the application for use in this policy.

CANCELLATION OF RESERVATION

Cancellation of room reservations by telephone or in person must be made at least 24 hours in advance. Failure to notify the Library may result in denial of future applications requests.

HOURS

All evening meetings must exit the library no later than 10 p.m. Be sure to allow enough time for both setup before and cleanup after a meeting when scheduling. There is absolutely no access to the building for setup or meeting activities before 9:30 a.m.

CAPACITY

Community Meeting Room:

The community room will accommodate up to 75 persons without tables, less if tables are used; several 30" x 60" tables are available for use. Tables and chairs cannot be moved from other areas of the library.

Visaya Meeting Room:

The Visaya meeting room will accommodate up to 14 persons.

Multi-Purpose Meeting Room:

Children's Multipurpose Room will accommodate up to 30 children. Use of the Multi-purpose room will be limited to children's groups, clubs, and organizations such as Scout troops or school classes.

KITCHEN FACILITIES

Limited kitchen facilities are available for use when reserving the Community Meeting Room. The kitchenette has a microwave, sink and refrigerator for use. A request to use the kitchen facilities must be made on the application form at the time of initial registration. Any items found in the cabinets or refrigerator of the kitchen are not for public use. Alcoholic beverages are not permitted within the Library or anywhere on Library property. The kitchen needs to be left in the same condition as it was found. Nothing is to be left on the counters or in the refrigerator.

ROOM MAINTENANCE

Each room has instructions on setup and clean up procedures. Community Meeting Room (CMR) is posted on the meeting room internal door, and Visaya & Multi-Purpose Rooms are posted on the internal walls.

The person who signed off on the meeting room application is responsible for facilitating setup and clean up for their group, but the group as a whole is also held accountable. If the room is not returned to acceptable standards, meeting room privileges may be revoked. Please report any damage or problems with a meeting room to a staff member prior to the meeting.

Reminder for CMR users: while chairs and tables are available for groups to set up to meet the needs of their meeting, all chairs and tables should be returned to storage position (chairs stacked and tables collapsed). Also, due to library staff limitations, they are not available to assist in setup (including any technology issues) or cleanup.

LIABILITY

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 Pewaukee Public Library from any and all actions, suits, relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the 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 may be referred for legal action.

SMOKING and DRINKING

Smoking, use of tobacco products, and use of alcohol or malt beverages is prohibited anywhere in the building and grounds.

CHAPERONES

Groups of young people under 18 are required to have the meeting room applications signed by a sponsoring adult who must also be present at the meeting. Parents or caregivers who bring children to meetings in the Library must abide by the Library's "Children in the Library" policy. Children age eight (8) or under, and children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended anywhere in the building. Playing in the lobby area, kitchen or restrooms is prohibited.

DISABILITIES

Groups using 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 accessible format in response to a request.

Appeals and/or comments on meeting room policies and regulations may be made to the Library Board in writing. Address such communications to:

Pewaukee Public Library Board of Trustees
210 Main Street
Pewaukee, WI 53072

Fax (262) 691.5673

Revised & Adopted by the Pewaukee Public Library Board of Trustees: November 15, 2006,
Dennis Sampson, Library Board President

Revised & Adopted by the Pewaukee Public Library Board of Trustees: December 17, 2008
Sally Ruf, Library Board President

Revised & Adopted by Pewaukee Public Library Board of Trustees: April 15, 2009
Sally Ruf, Library Board President