

# MEETING ROOM POLICY

## PURPOSE

The Pewaukee Public Library (“Library”) provides meeting rooms to further the library’s mission in the community by providing public spaces available for use by groups for civic, cultural and educational activities. When not needed by the employees of the library, meeting spaces are available to those who meet eligibility requirements.

The Library use of meeting rooms is the first priority. The Library reserves the right to cancel a public reservation if the room is needed for that purpose. This right will not be exercised except in emergency situations and requires the approval of the Library Director or designee.

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

## HOURS OF AVAILABILITY, CAPACITY AND EQUIPMENT

### **Community Room:**

- Available Monday through Saturday 9 a.m.- 9:30 p.m.
- Meetings must begin before the library closes to the public.
- After the library closes, the group will have access to the hallway, the meeting room and the public restroom. Upon departure, the group is responsible for ensuring that the area is cleared of all occupants and secured.
- Capacity: 100 persons
- 80 chairs / 14 30 x 60 tables
- Other equipment: podium, projection screen
- Limited kitchen facilities: microwave, sink and refrigerator.

### **Visaya Room:**

- Available during the library’s hours of operations only.
- Meetings shall conclude at least 15 minutes before the library closes.
- Capacity: 18 persons
- 18 chairs / fixed conference table
- No kitchen facilities

## ELIGIBILITY REQUIREMENTS

- **Pewaukee Residents**
  - Meetings may be open or closed to the public.
  - Individual responsible for the reservation must have a current Bridges Library Card, be a resident of Pewaukee, and be 18 years of age.
- **Non-Profit Pewaukee Clubs and Organizations**
  - Meetings may be open or closed to the public.

- Individual responsible for the reservation must have a current Bridges Library Card and be 18 years of age.
  - If the Library is unable to establish eligibility, proof of designation will be required.
- For-Profit Organizations, Businesses, Private Clubs/Associations (clubs and associations that have private memberships such as a golf club or condominium association) or Non-Profit Clubs/Organizations (outside of Pewaukee).
- Meetings may not be open to the public. Meetings will be for internal operations only (e.g. conferences, organizational meetings, training, evaluations, strategic planning, or team building).
  - Individual responsible for the reservation must be 18 years of age.
  - Fees - \$30 for the first two hours/ \$20.00 per hour thereafter
- Government Organizations and Agencies
- Meetings may be open or closed to the public.
  - If the Library is unable to establish eligibility, proof of designation will be required.

### **GENERAL REGULATIONS**

Anyone using the meeting room is expected to adhere to the following regulations. If a group violates any of the regulations listed herein, the Library Director or designee has the authority to immediately discontinue use of the meeting room and /or suspend future privileges.

1. Participants must adhere to all Library rules, regulations and policies.
2. Programs or meetings may not interfere with the normal use of the Library.
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. Exceptions may be made for classes sponsored by Pewaukee Parks and Recreation.
4. Meeting rooms may not be used for commercial demonstrations or for sales promotion of products or services.
5. Private parties, fund-raising and solicitation are not permitted.
6. 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.
7. Each group shall check in and check out at the circulation desk. Setup and cleanup time should be included in the scheduled time block.
8. Rooms are available on an “as is” basis. Users must reset rooms to the original condition which may include cleaning and vacuuming. If the room is not set to acceptable standards, a clean-up fee may be assessed. Report any damage or problems with a meeting room to a staff member prior to the meeting.
9. The Library does not assist with carrying supplies, room setup or equipment troubleshooting.
10. 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.
11. 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.
12. Smoking, use of tobacco products, and use of alcoholic beverages is prohibited anywhere in the building and grounds.
13. Minors (under 18 years of age) using the meeting spaces must have a designated adult responsible for the reservation. This designated adult is also responsible for chaperoning the group while using the meeting space.

14. Food and beverages may be served.
15. Candles/open flames are prohibited.
16. Library staff may enter the meeting space at any time.

### **FREQUENCY**

One use per month is permitted for each group. The Library will begin accepting reservations for the new calendar year beginning on the first Monday of October of prior year. Groups wishing to use the meeting rooms on a regular basis may apply at that date. Please note a date is not guaranteed until your application is approved and confirmed in writing. A parent organization and its sub-groups will be considered as separate entities if this is specified at the time of application.

### **CANCELLATION OF RESERVATION**

Cancellation of room reservations must be made at least 24 hours in advance. Failure to notify the Library may result in the cancellation of existing reservations, loss of payment, and/or denial of future requests.

### **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.

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

Revised: December 17, 2008, April 15, 2009, June 16, 2010, February 16, 2011, September 16, 2015, November 18, 2015, October 21, 2020, March 16, 2022.