

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. Library use of meeting rooms is the first priority. When not needed by the Library, meeting spaces are available to those who meet eligibility requirements.

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.

REQUESTING A MEETING ROOM

Requests for use may be made using the Library’s online room reservation system. All requests are **PENDING** at time of request. Staff will evaluate requests to ensure that groups meet all eligibility and use requirements and space is available. A reservation is not secured until staff **CONFIRM** the request. Reservations will be confirmed within seven (7) days.

The Library reserves the right to cancel a confirmed reservation if the room is needed for Library use or if the Library experiences unforeseen circumstances. The cancellation of a confirmed reservation requires the approval of the Library Director or designee.

PROHIBITED USES

Meeting rooms may not be used by outside individuals or groups for the following activities:

1. Sales or promotion of products or services;
2. Private parties, including birthday parties or showers;
3. Fundraising events;
4. Use intended, directly or indirectly to obtain clients or customers;
5. Events in which attendees are charged a registration fee.

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, portable projector
- 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
- Other equipment: projection screen, portable projector
- No kitchen facilities

ELIGIBILITY REQUIREMENTS

- Individual, Pewaukee Resident.
 - This designation includes meetings by individuals, groups or clubs.
 - Meetings may be open or closed to the public.
 - Individual responsible for the reservation must have a current Bridges Library Card in good standing, be a resident of Pewaukee and 18 years of age.
 - Proof of residency may be required.
 - No fee.

- Individual, non-Pewaukee Resident.
 - Meetings may not be open to the public.
 - This designation includes meetings by individuals, groups or clubs that are not organized by a Pewaukee resident.
 - Individual responsible for the reservation must be 18 years of age.
 - **Fees: \$30.00 per hour.**

- Nonprofit, Waukesha County.
 - Meetings may be open or closed to the public.
 - Individual responsible for the reservation must have a current Bridges Library Card in good standing and 18 years of age.
 - Group must be based in Waukesha County.
 - Proof of nonprofit designation and Waukesha County mailing address may be required.
 - No fee.

- Nonprofit, Outside Waukesha County.
 - Meetings may not be open to the public.
 - Individual responsible for the reservation must be 18 years of age.
 - **Fees: \$30.00 per hour.**

- For-Profit.
 - Meetings may not be open to the public.
 - Individual responsible for the reservation must be 18 years of age.
 - **Fees - \$30.00 per hour.**

- Government Organizations and Agencies
 - No fee.

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. Each group shall check in and check out at the circulation desk. Setup and cleanup time should be included in the scheduled time block.
4. Rooms are available on an “as is” basis. Users may configure available chairs and tables as needed. The rooms shall be reset 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.
5. 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.
6. Smoking, use of tobacco products, and use of alcoholic beverages is prohibited anywhere in the building and grounds.
7. 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.
8. Food and beverages may be served.
9. Candles/open flames are prohibited.
10. Library staff may enter the meeting space at any time.

FREQUENCY

One (1) use per month is permitted for each individual/group. Reservations are accepted on a rolling basis six months prior to the event. 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, October 19, 2022, April 17, 2024.