



## Library Meeting Rooms Policy

The Library's meeting rooms consist of four rooms in the lobby and one outdoor amphitheater. Primary use of the Library's meeting rooms is for Library programming. Library and City use of meeting rooms ranks as first priority and the Library reserves the right to cancel an existing reservation if the room is needed by the Library or City to be determined at their sole discretion. Whenever possible, 24 hour notice will be given.

Reservations can be made starting September 1<sup>st</sup> for the following calendar year. Organizations are limited to two evening reservations per month. An evening reservation is a meeting that starts at 5:00 pm or later, or a meeting that starts any time before 5:00 pm and ends at 6:00 pm or later. A parent organization and its sub-groups will be considered as separate entities if this is specified at the time of application.

When the rooms are not needed for Library or City activities, they are available for use for other organizations as follows:

- Non-profit, civic, and community organizations.
  - There is no charge for non-profit organizations.
  - Proof of tax exempt status may be required to establish eligibility to use the rooms without a fee.
- Individual, private, and commercial uses by Muskego residents or Muskego businesses.
  - The fee to use rooms 1, 2, or 3 is \$25.00 per hour or portion of an hour.
  - The fee to use room 4 or the amphitheater is \$50.00 per hour or portion of an hour.
  - The fee is payable at the time of application.
  - If an organization does not notify the Library of a meeting cancellation before its scheduled start time the fee will not be refunded.

Meeting rooms may not be used for any purpose which, in the opinion of the Director and/or Library Board, may interfere with the normal use of the Library.

The Library Board subscribes to the tenets of the American Library Association's 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 by the Library of the views of those utilizing Library meeting rooms.

### How To Apply for Use of a Room

Meeting room applications are available at the reference desk and on the Library's website. The completed and signed application form may be returned to the reference desk, emailed, faxed, or



mailed to the Library. Meeting rooms are assigned by Library staff based on the size of the group expected and room availability. Organizations may not reserve more than two rooms at the same time on a regular basis.

The application must be signed by an authorized adult representative of the organization who shall be personally responsible for the conduct at the meeting and for any damages incurred.

Although telephone applications will not be accepted, the reference staff will provide the current availability of a room over the telephone. A completed application form must be on file at the Library for a reservation to be approved.

### **Room Hours**

The Library's meeting rooms are available during Library hours. Organizations may stay up to an hour past closing time with prior permission from the Library Director or the Director's designee. Organizations leaving after the Library has closed must make sure exterior doors are closed securely.

### **Room Capacity and Equipment**

The Library has four public meeting rooms available, with capacities ranging from 25 to 100. Each room is equipped with tables and chairs. Extra tables and chairs are available for organizations to meet their individual needs. The Library does not assume responsibility for and is unable to assist organizations in setting up their rooms. When the meeting is concluded, all furniture must be arranged according to the chart posted in the room.

Upon request the Library has equipment available on a first come first serve basis (see Meeting Room Application). The Library has free wireless Internet access. Library staff is unable to provide technical support to meeting room users.

### **Kitchen**

A shared kitchen is available. Access to the kitchen must be requested on the application form. Members of other organizations using meeting rooms may be using the kitchen at the same time. The kitchen must be left clean, with all food and residue removed. Organizations must provide their own cleaning supplies.

### **Study Rooms**

The Library has four study rooms available on a first come, first serve basis. These rooms cannot be reserved in advance.

### **Library Amphitheater**

The Library's outdoor amphitheater can be reserved for use during regular Library hours. No equipment or furniture is available for amphitheater use. Events held in the outdoor amphitheater may



not disturb neighboring properties. All refuse must be removed from the Library property. Trash bins are not available, and the Library's dumpster may not be used.

### **Regulations for Meeting Rooms Use**

1. All advertisements, announcements, press releases, fliers, and any other meeting-related promotional material must clearly state who is sponsoring the meeting, and mention the meeting is not endorsed by the Muskego Public Library.
2. The name, address, telephone number, or email address of the Muskego Public Library may not be used as the contact information of any organization meeting at the Library.
3. Displays, posters, and literature connected with the meeting may not be placed anywhere in the Library except in the meeting room while the meeting is taking place. With the permission of the Library staff, directional signage may be placed elsewhere in the Library.
4. Each group will be admitted to and must vacate the meeting room at the scheduled time. Set up and clean up time must be included in the scheduled time block.
5. If an organization does not show up within twenty minutes of their scheduled starting time without advanced notice the reservation will be cancelled.
6. If an organization fails to show up without prior notification for three reservations in a calendar year, any future reservations the organization has on file will be cancelled.
7. Groups using the meeting rooms are not permitted to charge registration or admission fees at the event and/or require the purchase of an item as a condition of meeting attendance. Membership dues and voluntary incidental donations (such as coffee money) may be collected.
8. The Library reserves the right to monitor all meetings held on its premises.
9. The use of lighted candles or other sources of flame and smoke are prohibited.
10. At least one adult must be present at the meeting.
11. Materials may not be affixed to the walls or ceilings of the meeting rooms. Library installations or postings may not be removed for any reason.
12. Individuals who attend meetings in the Library must abide by the Library's Code of Conduct and Safe Child policies.
13. The Library is not responsible for equipment or materials owned by an organization. The Library does not provide storage space.
14. The room must be left clean, with all residue cleaned off of tables and carpeting. Organizations must provide their own cleaning supplies. Organizations or individuals may be charged for anything beyond a reasonable and customary cleaning activity.
15. For and in consideration of meeting room and Library facilities usage, any person or group using same hereby agrees to indemnify and hold harmless the Muskego Public Library from any and all actions or lawsuits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Muskego Public Library for any and all repair costs and for 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 repairs, the matter will be referred to the City Attorney for legal action.

Any organization or individual found in violation of any of the requirements included in this policy may be prohibited from future meeting room use.