



Wauwatosa Public Library Meeting Room Use Policy

Statement of Purpose:

The Wauwatosa Public Library exists to provide Library services for the citizens of Wauwatosa.

The primary purpose of meetings rooms is to enable the Library to extend its program in the Wauwatosa community. Rooms, therefore, may be available without charge to groups only at times when they are not needed for Library activities. Rooms are intended to be used for public gatherings which supplement or are related to the Library's basic program.

The policies which govern the use of these rooms by the public are written to preserve the Library building and its contents. The Board of Trustees of the Wauwatosa Public Library has established priorities, giving the Library Director the authority to administer these policies. Therefore:

1. Library administration has the right to adjust and rearrange room schedules and assignments as the Library's requirements demand.
2. Library administration also has the right to approve or revoke permission to use the room at any time.
3. The purpose of the meeting must be civic, educational, cultural or of other general public interest.
4. Library facilities may not be used for commercial demonstrations or sales promotions of products and services. No groups will be accommodated for rehearsals or programs which cause noise or interference with the normal operations of the Library.
5. Patrons may appeal any decision of Library Administration concerning meeting room use at the next regularly scheduled meeting of the Library Board of Trustees.

Meeting rooms will be made available under the following priorities:

Priority 1: Library programs or programs in which the Library is a sponsor, participant or cooperating agency.

Priority 2: Educational programs sponsored by UW- Extension, UW-Milwaukee, the Wauwatosa Public Schools and other public educational institutions.

Priority 3: Programs open to the public which are sponsored by local non-profit organizations.

Priority 4: All other programs which meet the use requirements set above.

Description of Rooms:

1. Firefly Room:
 - Location: first floor
 - Dimensions: 60' X 30"
 - Occupancy limit and seating: 125
 - Adjacent restroom facility
 - Includes small kitchenette
2. Conference Rooms
 - Location: second floor
 - Dimensions: 18' x 11'
 - Occupancy limit and seating: 10
 - One table
3. Small Study Rooms
 - Location: second floor
 - Dimensions: 12.5' x 6'
 - Occupancy limit and seating: 3
 - One countertop work surface

Policies Governing the Use of the Firefly Room

1. Library functions will assume priority over all other requests.
2. Only Wauwatosa organizations (and organizations with a large member of Wauwatosa residents) may be granted room reservations.
3. Reservations will be granted on a first-come, first-served basis for qualified requests.
4. The room will not typically be made available for any series of meetings of a same group or for groups which meet on a regular basis. Such scheduling might restrict the Library's own use of the room. Exceptions to this policy must be approved by the Board of Trustees.
5. Groups of young people under eighteen years of age must have the meeting room application signed by a sponsoring adult who is a teacher, counselor or parent. That adult must be present at the meeting. At least one adult for every fifteen youths must be present at all times during the meeting. School groups, scheduled through the Children's Department of the Library, are exempted from this policy.
6. All meetings must be open to the public.
7. No admission fee may be charged, nor may a collection be taken. The only exceptions are in the case of paid registrations necessary to cover expenses for institutes, courses or discussion groups with which the Library is cooperating.
8. Declared candidates for public office may not use the Library's meeting rooms for purposes of campaigning, town hall meetings, etc. within 60 days prior to the election, except under the auspices of a non-partisan candidate forum sponsored by a third party and in which all candidates are invited and more than one candidate appears.
9. The Library may cancel or refuse reservations for failure to comply with Rules of Conduct or Procedures.
10. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs.

Procedures for Reserving the Firefly Room

1. Inquiries about meeting room reservations will be referred to the Library Administrative Assistant. Applications should be made at least one week, and no more than six months in advance of the meeting, and must be signed by an officer or responsible member of the group. Full details of the purpose for which the room is to be used must be provided. One copy of the application will be returned to the applicant. **Applications should be sent to the:**

Library Administrative Assistant
Wauwatosa Public Library
7635 W. North Avenue
Wauwatosa, WI 53213

2. Cancellations must be made promptly in order to make the room available to others.
3. At the time of application, one person from the group making the request must be named as responsible for the room and for monitoring the group size. That person will be held responsible for turning people away, should the size of the group exceed the occupancy capacity for the room, as defined in this policy. Failure to comply with these stipulations will result in denial of future requests for use of meeting room space.
4. Requests for use of Library equipment must be made at the time of the reservation application. One group representative must be responsible for and able to operate any Library equipment being requested. Library staff will not be available to monitor equipment for non-Library meetings. The person completing the application must assume financial responsibility for any damage to Library facilities and equipment.

The following equipment is available for use by groups meeting in the Firefly Room:

- Television and DVD player
- Microphone and podium
- Overhead projector
- Slide projector
- Chalk board
- Digital projection system
- Laptop computer

5. Copies of announcements of programs to be held in the Library Firefly Room must be sent to the Library Administrative Assistant prior to distribution.
6. Groups must list a non-Library telephone number on any public announcement, to divert telephone inquiries from the Library. The group's advertising and promotional efforts must not imply that the Library is a sponsor or co-sponsor of its meeting. The Library may not be used as an organization's mailing address or storage site unless the Library Board determines that it is a Library-related organization. The Library will **not** accept mail or fax messages for groups using the Firefly Room.
7. The room will remain locked when not in use.
8. In compliance with the American with Disabilities Act, groups using the meeting rooms must bear the responsibility for providing a sign language interpreter for the hearing impaired, if such interpreter is requested by any member of the public wishing to attend their meeting.
9. Exclusions from Firefly Room Use
The following uses of the Wauwatosa Public Library meeting rooms are prohibited:
 - Commercial sales or presentations promoting specific companies and/or products/services.
 - Regular meetings of clubs, groups or organizations (educational and cultural activities open to the public that are sponsored by such groups and organizations may have use of these rooms).
10. Any group or individual using any room shall, in the discretion of the Board of Trustees or its designate, be required to indemnify and hold harmless the Wauwatosa Public Library against any and all claims, causes of action or liability arising, or in any way relating to negligence, activities, or use of the rooms or any Library facility, by such group or individual, its employees, agents or assigns. Such individual or group shall further be required, in the discretion of the Board or its designate, to name as an insured, the Wauwatosa Library, on any and all policies of general liability insurance insuring the group or individual against negligence or liability, any group may further be required to prove coverage of policy limits.

Rules of Conduct for Use of the Firefly Room

1. Meetings may only be held within hours that the Library is open. These meetings must be adjourned fifteen minutes before the Library closes. Because of reduced staff, Sunday meetings will be subject to special permission.
2. Chairs in the Firefly Room are typically set up in theater arrangement, but groups may request alternative seating arrangements. Groups must leave the meeting rooms in good, clean condition or their next request for use of the rooms will be denied. The Library cannot provide custodial assistance.
3. Materials and equipment brought into rooms are the responsibility of the group or person in charge. The Library cannot assume responsibility for security of private materials or equipment.
4. Any use of Library facilities for audiovisual presentations must be done in conformance with current Copyright Law.
5. Fastenings (tape, tacks, etc.) may not be made to Library floors, walls or furniture.
6. Signs concerning meetings, which a group wishes to have posted in the Library lobby, must be approved by Library Administration before being displayed and may not be displayed earlier than 24 hours before the meeting. Posters advertising the meeting in advance will be posted on the Library bulletin board subject to Library rules for such postings.
7. Groups using the meeting room are responsible for enforcing the NO SMOKING policy and the NO ALCOHOLIC BEVERAGES policy.
8. Dishes, coffee pots and utensils for simple refreshments must be provided by the sponsoring group. The serving pantry and meeting room must be left clean and in order.

Policies Governing the Use of the Conference Rooms

1. Library functions will assume priority over all other requests.
2. Use of the Conference Rooms does not require advance registration. On some occasions, however, the room may be held in reserve.
3. Reservations will be made on a first-come, first-served basis for qualified applicants.
4. No admission fee may be charged nor any collection taken.
5. The Library may cancel or refuse reservations for failure to comply with Policies and Procedures regarding the Conference Rooms.
6. The fact that a group is permitted to meet in the Conference Rooms does not in any way constitute an endorsement of the group's policies or beliefs.

Procedures for Reserving the Conference Rooms

1. Inquiries about Conference Room reservations will be referred to the Library Administrative Assistant. Applications should be made at least one week in advance of the meeting, and must be signed by a member of the group who assumes responsibility for the use and condition of the room. Full details of the purpose for which the room is to be used must be provided. One copy of the application will be returned to the applicant. **Applications should be sent or delivered to:**

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2. Cancellations must be made promptly in order to make the room available to others.
3. At the time of application, one person from the group making the request must be named as responsible for the room and for monitoring the group size. That person will be held responsible for turning people away, should the size of the group exceed the occupancy capacity of the room. Failure to comply with these stipulations will result in denial of future requests for use of meeting room space at the Wauwatosa Public Library.
4. No more than three reservations may be scheduled ahead of time.

Rules of Conduct for the Use of the Conference Rooms

1. No smoking is allowed.
2. No alcoholic beverages are allowed.
3. Persons attending meetings may bring beverages that are in cups with lids but no food is allowed in the Conference Rooms.
4. The Library will not provide equipment for use in the Conference Rooms.
5. Materials and equipment brought into the Conference Room is the responsibility of the group or person in charge. The Library cannot assume responsibility for private materials or equipment.
6. Fastenings (tape, tacks, etc.) may not be made to Library floors, walls or furniture.
7. Presentation of a Milwaukee County Federated Library System card or driver's license is required in order to obtain the key to open the Conference Rooms.

Policies Governing the Use of the Small Study Rooms

1. Library functions will assume priority for use of the study rooms.
2. No reservations will be made for use of the study rooms.
3. Rooms will be made available on a first-come first-served basis.
4. Rooms will be available for a period of 4 hours.

Rules of Conduct for Use of the Small Study Rooms

1. Presentation of a Milwaukee County Federated Library System card or driver's license is required for use of the study rooms. Upon presentation of a MCFLS library card or driver's license, the staff will provide a key to open the study room door and record the time. The card or driver's license will be returned to the patron when the key to the room is returned.
2. IF after 4 hours, no other patron has requested use of the Study Room, a patron may continue to use the room. However, at any point that there is a request for the room beyond the initial 4 hour period, the patron must vacate the room.
3. The Library will not provide equipment for use in the Study Rooms.
4. The person presenting the library card or license will be held responsible for any damages to library property while using the room.
5. Fastenings (tape, tacks, etc.) may not be made to Library floors, walls or furniture.



wauwatosa public library

Adopted by the Board of Trustees of the Wauwatosa Public Library on February 8, 2011.