



Wauwatosa Public Library Meeting Spaces Policy

Purpose

In support of community activities and in its role as an anchor institution in the community, the Wauwatosa Public Library makes its meeting spaces available for use by the public when not needed by the Library or other City departments. The Library's meeting spaces include one large meeting room, two conference rooms, and five study rooms.

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."

Firefly Room

The Firefly Room is a large meeting room that holds up to 125 people. The Firefly Room is available for use by Wauwatosa area organizations engaged in educational, cultural, intellectual, or charitable activities. For-profit agencies may use the space, but not for the purpose of sales or solicitations. Programs must be open to the public. Anyone requesting admittance to the program must be allowed to attend free of charge.

Organizations may reserve the Firefly Room up to six months in advance. To ensure equitable access, organizations may reserve the Firefly Room up to 12 days in a calendar year. Individuals must be at least 18 years old to submit a reservation, and one adult must be present for every 15 minors.

The Firefly Room has audio-visual equipment available. Organizations may request basic table and chair configurations with at least three-business days advance notice.

Conference Rooms

The Library has two conference rooms that each hold up to 12 people and have fixed setups that provide a quiet, semi-private setting. Individuals 14 and older may use the conference rooms for purposeful research, work, study, or meetings. These rooms are not suitable for public programs, and meetings do not have to be open to the public. The Library will hold onto a user's Library card or other identification while the room is in use.

The conference rooms may be reserved up to six months in advance. To ensure equitable access, people may reserve a conference room up to eight days in a month. If an individual or group does not arrive within 20 minutes of their reservation start time without advance notice, the Library may cancel their reservation.

When the conference rooms are not reserved, they are available on a first-come, first-served basis with the study room regulations applied.



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Study Rooms

The Library's five study rooms provide a quiet, semi-private setting for individual or small group work or study. One user must be at least 14 years old. Study rooms hold up to three people and are available for use up to four hours on a first-come, first-served basis. People may continue to use a room beyond four hours if no one is waiting for a room. The Library will hold onto a user's Library card or other identification while the room is in use.

Regulations for Use

1. The Library has the right to approve or revoke permission to use meeting spaces at any time.
2. Use of any meeting space for social functions or personal activities such as parties is prohibited.
3. The Library has the right to adjust and rearrange room schedules and assignments as the Library's requirements demand.
4. Library staff shall have access to the meeting spaces at any time.
5. Public events held by users must comply with the Americans with Disabilities Act.
6. Users must comply with the Library's Code of Conduct.
7. The meeting spaces are not soundproof, and users need to maintain an acceptable noise level.
8. Users may not exceed the capacity of any meeting space.
9. Meeting spaces are available from the time the Library opens until the designated ending time. Users will not have access to a room before the Library opens. Users must vacate the Firefly Room 30 minutes prior to close, conference rooms 15 minutes prior to close, and study rooms 5 minutes prior to close.
10. The name and contact information of the Wauwatosa Public Library may not be used as the contact information for an organization using a meeting space.
11. All advertisements and any other promotional material must clearly state who is sponsoring the event, and state that the Wauwatosa Public Library is not a sponsor of the event.
12. Posters connected with an event are allowed in the Library's designated posting area in accordance with the Library's Posting and Distribution policy. With the permission of the Library staff, users may display directional signage in the library during their event.
13. Users may not charge registration or admission fees, 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. Users may collect fees to cover the cost of program materials.
14. Use of any meeting space for the purpose of sales or solicitations is prohibited.
15. The Library is not responsible for items owned by organizations or individuals. The Library does not provide storage space.
16. The Library does not provide supplies for users.
17. Materials may not be affixed anywhere in the meeting spaces.
18. Following meeting room use, users must clean and restore the space to its original condition. If custodial assistance (beyond normal) is required to clean or repair the space after use, users will be billed a minimum of \$50 plus any actual cost of any cleaning or repairs.
19. Use of a meeting space does not constitute a Library endorsement of a group's policies or beliefs.
20. If a user fails to show up without prior notification for three reservations in a year, and future reservations the user has on file will be cancelled.
21. Any group of individual using any meeting space shall, in the discretion of the Library Board of Trustees or its designate, be required to indemnify and hold harmless the Wauwatosa Public Library against 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, but 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 Public Library, on 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.
22. Any organization or individual that fails to comply with Library policies may be asked to leave and may result in denial of future meeting space use.
23. Users may appeal any decision of the Library concerning meeting space use to the Library Board at its next regularly scheduled meeting.

