Meeting Spaces Policy

Purpose
In support of community activities and in its role as an anchor institution in the community, the Wauwatosa Public Library (WPL) makes its meeting spaces available for use by the public when not needed by WPL or other City departments. WPL's meeting spaces include one large meeting room and two conference 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 non-profit Wauwatosa area organizations and individuals engaged in educational, cultural, intellectual, or charitable activities. For-profit entities may not use the space. Programs must be open to the public. Anyone requesting admittance to the program must be allowed to attend free of charge.

The Firefly Room can be reserved up to six months in advance up to 12 days in a calendar year. Reservations must be submitted by an adult, and an adult must be present during the activity.

The Firefly Room has audio-visual equipment available.

Conference Rooms
WPL has two conference rooms that each hold up to 12 people. Individuals 14 and older may reserve the conference rooms.

The conference rooms may be reserved up to six months in advance up to eight days in a month. If an individual does not arrive within 20 minutes of their reservation start time without advance notice, WPL may cancel their reservation.

Regulations for Use

1. WPL has the right to approve or revoke permission to use meeting spaces at any time.
2. Use of any meeting space for activities such as parties, showers, and celebrations is prohibited.
3. WPL has the right to adjust and rearrange room schedules and assignments as WPL requirements demand.
4. WPL staff shall have access to the meeting spaces at any time.
5. Public events held by users must comply with the American with Disabilities Act.

6. Users must comply with WPL'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 WPL opens until the designated ending time. Users will not have access to a room before WPL opens. Users must vacate the Firefly Room 15 minutes prior to close, and conference rooms five minutes prior to close.
10. The name and contact information of WPL 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 WPL is not a sponsor of the event.
12. Posters connected with an event are allowed in WPL's designated posting area in accordance with WPL's Posting and Distribution policy. With the permission of WPL 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.
14. Use of any meeting space for the purpose of sales or solicitations is prohibited.
15. WPL is not responsible for items owned by organizations or individuals. WPL does not provide storage space.
16. WPL 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 WPL's 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, any future reservations the user has on file will be cancelled.
21. Any group or individual using any meeting space shall indemnify and hold harmless WPL from any and all actions or lawsuits relating to its use of such rooms and facilities. Further, such group or individual agrees to reimburse WPL for any and all repair costs and for any damage 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.
22. Any organization or individual that fails to comply with WPL policies may be asked to leave and may result in denial of future meeting space use.
23. Users may appeal any decision of WPL concerning meeting space use to the Library Board at its next regularly scheduled meeting.

Adopted by the Board of Trustees of the Wauwatosa Public Library on September 19, 2018.
Revised by the Board on April 20, 2022; May 15, 2024.