

## PAULINE HAASS PUBLIC LIBRARY

### **POLICY: Use of Meeting Rooms**

Adopted by Library Board: March 17, 2010

The primary use of the Library's meeting rooms is for the Library's own programs, as well as those of the Friends of the Library and the PHPL Foundation. When the rooms are not needed for Library or Library support group activities they may be available for use without charge by Waukesha County non-profit community groups and for a fee by for-profit businesses located in Sussex or Lisbon. In cases where a non-profit designation is not readily apparent, proof of tax-exempt status may be required to establish eligibility to use the rooms without a fee. The fee for use by for-profit groups using either room is \$50 per date, payable with the application for use.

The Library has two meeting rooms available for use by for-profit or not-for profit groups: the Quad/Graphics Room which seats up to 100 people, and the small meeting room which seats up to 12.

Meeting rooms may not be used by any organization for commercial purposes or by an individual for private social events.

Meetings by for-profit groups may not be open to the public or to invited potential customers. These meetings may be attended only by employees or business associates of the organization, for conferences, staff training or evaluation purposes.

Meeting rooms may not be used for any purpose which, in the opinion of the Director and/or the Library Board, may interfere with the normal use of the Library. Use of the meeting rooms does not constitute an endorsement of the views of the user of the room by the Library.

Meeting rooms may not be used for a return engagement by a group that has made any abuse of the facility in its earlier use or has violated any of the regulations set forth. The Library Director is authorized by the Library Board to determine whether such abuse or violation has occurred, and may cut off privileges regardless of whether the group has future reservations that have been approved.

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."

Library use of meeting rooms is a first priority and the Library reserves the right to cancel a reservation if the room is needed for that purpose. Whenever possible, a twenty-four hour notice will be given. This right will not be exercised except in urgent situations.

When all study rooms and the Storytime Room are in use, users of the Library's Language Lab laptops will be allowed to use the Small Meeting Room. No reservations will be accepted for this purpose. Use will be limited strictly to those working with a Language Lab. No other group

or individual (with the exception of the Friends of the Library and PHPL Foundation) may use the Small meeting room without qualifying under the guidelines in this policy and completing an application form.

## **HOW TO APPLY FOR USE OF A ROOM**

Applications are available at both the Checkout and Adult Reference Desks, and may be picked up in person or downloaded from the Library's website. The completed application form may be mailed or faxed to the Library, or turned in at either service desk. They must be received at least 7 days prior to the meeting date to allow sufficient time for processing.

The application must be signed by an authorized adult representative of the group who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages. A group which lacks a sponsoring adult in attendance at meeting time will not be allowed to use the room unless a waiver has been granted by the Library Board in advance.

Each application will be reviewed for eligibility and completeness. Incomplete applications will be returned without action. The contact person will receive confirmation by mail or fax copy.

Groups wishing to use the meeting rooms may apply for dates up to six months in advance. An application is not a guarantee of use of the room. The Library regrets that because of its growing need to use the rooms for its own programming, which may not be planned that far in advance, confirmation of a date may not be available until 6 weeks in advance of the requested date. The Library's meeting rooms may therefore be unsuitable for groups with a need to plan more than six weeks into the future.

Although telephone applications will not be accepted, Library staff will give information on the apparent availability of rooms over the telephone, for planning purposes. This information is not a confirmation that your group may use the room. Please do not plan on using a meeting space until written confirmation is received.

## **FREQUENCY OF USE**

In order to make the meeting rooms accessible to as many groups as possible, the following limitations on frequency apply.

- **Quad/Graphics Room:** use by an organization is limited to one open public meeting a month for non-profits and one non-public meeting a month for for-profit organizations.
- **Small meeting room:** an organization may use this room for one open or private meeting per week.

With special permission, a group may use a room two days consecutively or for two non-consecutive days a month for related meetings or presentations.

A parent organization and its sub-groups will be considered as separate entities if this is specified at the time of application.

Cancellation of room reservations by telephone or in person must be made at least 24 hours in advance. Failure to notify the Library may result in denial of future applications.

## **HOURS**

Meeting setup may be scheduled to begin after the Library opens to the public on any day. Allow time for setup and cleanup in addition to the program time when scheduling a meeting. There is no access to the building for setup or meeting activities before 9:30 a.m. on weekdays and Saturday, and before 1 p.m. on those school-year Sundays during which the library has open hours.

Groups whose meetings will extend beyond closing hours must notify the Library by checking the box on the application form. The Library closing times are:

Monday through Thursday at 8 p.m.

Friday at 5 p.m.

Saturdays during the school year at 4 p.m.

Summer Saturdays at 1 p.m.

Sundays during the school year at 4 p.m.

## **EQUIPMENT & CAPACITY**

**Quad/Graphics Room:** A VCR, DVD player and large screen TV, a wall mounted screen and an easel, a podium, sixteen 18" x 72" tables, and 100 chairs are available for use by groups who have specified their use in their application. A group may have no more than 100 people in attendance in the Quad/Graphics Room.

Intent to use any equipment must be indicated on the application form, and the person signing the application form assumes personal responsibility for any damage. Library staff is not available to assist with equipment.

**Small meeting room:** This room contains a table and twelve chairs. It will not accommodate any equipment other than an easel. A group may have not more than 12 people in attendance in the small meeting room.

## **ROOM ARRANGEMENT AND MAINTENANCE**

Chairs and tables are available for groups to set up to meet their special needs. Because of limited staff, the Library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use. The responsibility for setup and clean up is assumed by the group

using a room. The person responsible for a meeting will be given a checklist when a room is unlocked, and must see that the procedures listed for cleaning are carried out.

Chairs and tables must be returned to their original arrangement following a meeting. A diagram showing the basic setup is posted in the Quad/Graphics Room.

## **KITCHEN**

There is a kitchen that is accessible from both meeting rooms. Access to the kitchen must be requested on the application form. The kitchen is to be used for staging and serving, not for meal preparation. Staff and members of a group using the other meeting room may be using the kitchen at the same time.

A sink, microwave oven, half-shelf of a refrigerator, a 10-cup coffeepot, one 30-cup coffeepot, and one 30-cup hot-water pot are available if requested at the time of application, and confirmed by the Library. No supplies are provided. The serving of non-alcoholic beverages and light snacks is allowed in the room, with prior approval as described on the application form.

Each group using the kitchen is required to clean and leave it in good order after use. The responsible party will be billed for any extra cleaning required in the meeting room or kitchen as a result of serving food or beverages.

## **REGULATIONS FOR MEETING ROOM USE**

Organizations that wish to continue using Library facilities must abide by the following regulations.

1. All advertisements, announcements, press releases, flyers, etc. relating to meetings by for-profit groups held at the Library must clearly state that the meetings is not sponsored by the Pauline Haass Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 3 days prior to the meeting. This regulation may also be required of non-profit groups.
2. Each group will be admitted to and must vacate the room at the scheduled time. Access prior to scheduled time is not possible. Setup and cleanup time must be included in the scheduled time block.
3. Groups using the meeting rooms are not permitted to charge registration fees or to require the purchase of an item as a condition of attending a meeting. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected. Membership dues may be collected provided no one is excluded from attending if not a member.

4. The name, address or telephone number of the Pauline Haass Public Library may not be used as the address or headquarters of the group meeting at the Library.
5. Smoking, use of tobacco products, and use of alcohol or malt beverages is prohibited anywhere in the building, with the exception of wine or malt beverages served at functions hosted by the Library Board, Friends of the Library, or PHPL Foundation with prior specific written permission from the Library Board and necessary approval/licensing by the Village of Sussex.
6. Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.
7. Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the Library may be removed from the walls.
8. Parents or caregivers who bring children to meetings in the Library must abide by the Library's Unattended Child policy. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended anywhere in the building. When a meeting continues after the Library is closed, children must remain in the same meeting room as their parent or caregiver. Playing in the lobby area, kitchen or restrooms is prohibited.
9. 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.
10. The Library does not provide assistance with carrying supplies or equipment, and custodial help and assistance with the operation of equipment are not available.
11. Displays, posters, and literature connected with a meeting in the Library may not be placed anywhere in the Library prior to the meeting, except as allowed by the Posting and Distributions Policy. A small sign announcing the meeting may be posted on the meeting room doors or on an easel no earlier than one-half hour before the program, meeting, etc. will begin. No other information or displays can be placed outside the meeting room while a meeting is taking place.
12. Because of the special relationship the Library has with the municipalities of Sussex and Lisbon, the Library Board may make special accommodation for their needs. Accommodation may also be made for the needs of the Hamilton and Arrowhead school districts, as state law defines a special relationship between public libraries and public schools, evidenced by the requirement of the appointment of a school district representative to library boards.
13. 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 Pauline Haass 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.

14. Appeals and/or comments on meeting room policies and regulations may be made to the Library Board in writing. Address such communications to:

Pauline Haass Public Library Board of Trustees  
N64 W23820 Main Street  
Sussex, WI 53089  
Phone (262) 246-5180 Fax (262) 246-5236

Adopted by Library Board: Jan. 20, 1997  
Revised by Library Board: March 13, 1997; Sept. 12, 1997  
Reviewed by Library Board: Jan. 14, 1998  
Revised by Library Board: Jan.10, 2001  
Revised by Library Board: February 18, 2004  
Revised by Library Board: December 19, 2007  
Revised by Library Board: June 17, 2009  
Revised by Library Board: March 17, 2010

# Application for Meeting Room Use at Pauline Haass Public Library

Fax (262) 246-5236 Revised 2/18/09

## DO YOU QUALIFY?

- Your not-for-profit club, organization, or business must be based in Waukesha County, or your for-profit organization must be based in Sussex or Lisbon.
- You must represent a club, organization, or business. Individuals may not reserve the meeting rooms. (The library has a 6-person study room that individuals may be interested in.)
- A group may use the Quad/Graphics Room once a month; the small meeting room may be used once a week.
- Applications must be submitted at least 7 days in advance of the requested date.
- Meetings held by a not-for-profit group in the Quad/Graphics Room must be open to the public.
- Meetings held by for-profit organizations may not be open to the public or to invited potential customers. These meetings may be attended only by employees or business associates of the organization, for conferences, staff training or evaluation purposes.
- All meetings must be free of charge.
- The library's meeting room policy addresses other issues of qualification. Please read it thoroughly.

**NOTE: This is an application, not a reservation form. No plans should be made regarding the use of meeting rooms and no advertising should be done until a written confirmation is received.** If the application is not filled out completely, it will be returned unprocessed. Please refer to the Use of Meeting Rooms Policy or ask for assistance if you have questions. (262-246-5181)

\_\_\_\_\_ Organization name

\_\_\_\_\_ Address & Phone

\_\_\_\_\_ Date of Application

Is this group  for profit\*  not-for-profit (documentation may be required)

**Would you like to have your non-profit group included in our online directory of local organizations?**

Yes  No  **If yes, please list: Contact person** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Website URL** \_\_\_\_\_

\*For-profit groups must attach payment for the room at time of application.

Amount paid \_\_\_\_\_ (fee is \$50 per day) Payment will be returned if room cannot be scheduled.

Purpose of meeting \_\_\_\_\_

*Library use of meeting rooms is a first priority and the Library reserves the right to cancel a reservation if the room is needed for that purpose. Whenever possible, a 24-hour notice will be given. This right will not be exercised except in urgent situations.*

Please indicate both day of week and date (Tuesday, 9/12/08) for all dates requested, to avoid errors:

\_\_\_\_\_  
\_\_\_\_\_

Arrival time for setup (after 9:30 am. Mon.-Sat. or 1 p.m. on open Sundays) \_\_\_\_\_

Meeting start time: \_\_\_\_\_

Departure time, after vacuuming & other cleanup (may be after the Library closes) \_\_\_\_\_

Which room you are requesting?

Quad/Graphics Room (capacity 100)

Small Meeting Room (capacity 12.)

*The small meeting room will not accommodate projection equipment or a television.*

Estimated attendance \_\_\_\_\_

Is permission requested to serve light refreshments? \_\_\_\_\_ to use the kitchen? \_\_\_\_\_

If yes to either, please describe \_\_\_\_\_

Please specify all Library equipment you wish to use:

VCR/DVD/TV (Quad/Graphics Room only)     easel board (provide own paper and markers)

Contact person for your organization \_\_\_\_\_

(The Library will refer any inquiries to this person.)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_ Fax \_\_\_\_\_

The undersigned, on behalf of the above named organization, **has read and agrees to comply with the policies, procedures and regulations** governing the use of Library meeting rooms. The applicant shall indemnify and hold harmless the Pauline Haass Public Library, its employees, and board of trustees from any damages for personal injury or property damage. The applicant assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facilities or Library or personal property, or loss of Library or personal property that may result from the use of a meeting room at the Pauline Haass Public Library.

\_\_\_\_\_  
Signature of applicant

*If signer is not the same as the contact person listed above, please list your address and telephone number below.*

Street Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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(For office use only)

Date submitted \_\_\_\_\_ Date processed \_\_\_\_\_ Date sent \_\_\_\_\_

Approved:  yes  no Approved by \_\_\_\_\_

Confirmation sent by mail  by fax  Payment received (if applicable) \_\_\_\_\_