

PAULINE HAASS PUBLIC LIBRARY

POLICY: Meeting Room Use

Adopted by Library Board: February 15, 2017

The primary use of the Library's meeting rooms is for the Library's own programs, including those of the Friends of the Library and the PHPL Foundation. Secondary use is for meetings and activities sponsored by the Village of Sussex. When the rooms are not needed for these primary and secondary needs they may be available for use by Waukesha County non-profit community groups. 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. For-profit businesses may wish to reserve meeting space in the Sussex Civic Center.

The Library has two meeting rooms available for use by 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 individuals for private social events.

Meeting rooms may not be used for any purpose which may, in the opinion of the Director and/or the Library Board, interfere with the normal use of the Library, present a safety hazard, degrade the condition of the building or its contents, or create an exceptional maintenance need. For this reason, glitter and non-watercolor paint may not be used.

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 Rosetta Stone 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 Rosetta Stone. 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.

When an empty meeting room is available and a library staff member in charge has both the time and immediate ability to determine that the group meets all other qualifications for room use other than having reserved a room in advance, a staff member may allow use of the room. These situations should be rare and due to unusual circumstances such as the last-minute loss of another meeting spot by an organization.

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 two meetings per month, with combined use of the Quad/Graphics Room and Small meeting room not to exceed four meetings per month.
- **Small meeting room:** an organization may use this room for one open or private meeting per week, with combined use of the Small meeting room and Quad/Graphics Room not to exceed four meetings per month.

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 (including cleaning tables and vacuuming the floor) 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. Such meetings must end, and all participants leave the building, by 11:00 p.m. 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 80 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 of the above-listed 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 cleanup 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. A maintenance fee of \$100 may be assessed if the room is left in poor condition.

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. Because of the special relationship the Library has with the Village of Sussex, the Library Board may make special accommodation for its needs. Accommodation may also be made for the needs of the Hamilton school district, 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.
2. Each group will be admitted to and must vacate the room at the scheduled time. 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. The Village of Sussex, however, may charge registration fees for recreation classes which are held in the Library's meeting rooms provided those fees are paid directly to the Village and not collected within the Library.
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. No supplies or equipment belonging to non-Library associated groups may be stored at the Library.
10. The Library does not provide assistance with carrying supplies or equipment, custodial help, or assistance with the operation of equipment for meetings.
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. 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.
13. 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
Revised by Library Board: February 19, 2014
Revised by Library Board: September 23, 2015
Revised by Library Board: February 15, 2017

Application for Meeting Room Use at the Pauline Haass Public Library

Email: meetingrooms@phpl.lib.wi.us Fax (262) 246-5236 Revised April 4, 2017

Please review the Meeting Room Use Policy at <http://www.phplonline.org/meeting-rooms/> to find out if your group qualifies to use the room at the library.

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 Meeting Room Use Policy or ask for assistance if you have questions. (262-246-5181)

Organization Name _____

Address & Phone _____

Date of Application _____

I attest that this group is not-for-profit (documentation may be required)

For-profit businesses may wish to reserve meeting space in the Sussex Civic Center

Would you like information on how to have your non-profit group included in the CAFÉ catalog?

Yes ___ No ___ If yes, please list: Contact person _____

Email address _____ Phone _____

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 the week and date (*Monday, 9/12/16*) for all dates requested, to avoid errors:

Dates requested:

Approved:

___ YES ___ NO

Confirmation sent by:

Email ___ Mail _____

For staff use only

Arrival time for setup (after 9:30 a.m. 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:

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

Please note: no projection equipment (other than a pull-down movie screen in Quad/Graphics Room) is available. Users must provide their own projector.

Contact person for your organization _____

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

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____ 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 print your name and phone number below.
