

PAULINE HAASS PUBLIC LIBRARY

POLICY: Meeting Room Use

Approved by Library Board: August 16, 2023

ABOUT THE MEETING ROOMS

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 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.

Meeting rooms may not be used by individuals for private social events.

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." Use of the meeting rooms does not constitute an endorsement of the views of the user of the room by the Library.

Rooms available for use:

- Quad/Graphics Room which has seating for 80 and can accommodate 100 people
- Small meeting room, which has a conference table and seats up to 12.

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.

HOW TO APPLY FOR USE OF A ROOM

Applications are available on the library's website: <https://phplonline.org/meeting-rooms/> and at the Circulation Desk. The completed application form may be mailed, emailed, faxed, or turned in in-person. Applications 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 email or phone.

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.

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:** two meetings per month
- **Small meeting room:** one open or private meeting per week

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

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 the library opens to the public. Library hours are as follows:

- Monday - Thursday: 9:30-8:00
- Friday: 9:30-5:00
- Saturday: 9:30-4:00 (school year)
- Saturday: 9:30-1:00 (summer)
- Sunday: 1:00-4:00 (school year)
- Sunday: Closed (summer)

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.

EQUIPMENT

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.

- Library-owned multimedia equipment is available including smart TVs, an Owl, HDMI cables, power strips. Training is required to use Library-owned multimedia equipment, and the individual trained must be present at the meeting. Training should be scheduled at least one week prior to the scheduled space use. The trained individual must present their Library card or valid photo ID to gain access to the multimedia equipment.

- Groups using multimedia equipment must adhere to the Library's Public Internet Access and Library Computer Use Policies. Both can be found at <https://phplonline.org/library-policies/>.
- Those showing video content are responsible for acquiring appropriate public performance rights beforehand.
- Additional Quad/Graphics Room equipment: wall mounted projection screen, easel, podium, sixteen 18" x 72" tables, 80 chairs Additional small meeting room equipment: Two conference tables, 12 chairs, whiteboard

ROOM ARRANGEMENT AND MAINTENANCE

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 up to \$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

A kitchen is accessible from both meeting rooms. Access to the kitchen must be requested on the application form. Storage space in the refrigerator is not available. Staff and members of a group using the other meeting room may be using the kitchen at the same time.

A sink, microwave oven, 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 and no other appliances are available. 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 ALL MEETING ROOM USERS

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

1. 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.
2. 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 may be collected provided no one is excluded from attending if not a member.

3. Approval to use the Library meeting room(s) does not constitute endorsement by the Pauline Haass Public Library, or by its staff or trustees. Unless sponsored or co-sponsored by the Library, publicity for events held in the Library meeting rooms must not imply sponsorship and must contain the statement, "This event is not sponsored, co-sponsored, or endorsed by the Pauline Haass Public Library." A sample of the literature may be required prior to distribution for approval by the Library Director or their designee. 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.
4. 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.
5. 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.
6. 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.
7. 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.**
8. Parents or caregivers who bring children to meetings in the Library must abide by the Library's Child Safety Policy. 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. Library staff are not available to assist with setup, cleaning, or equipment/technology operation during 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 more than 30 minutes before the event begins. No other information or displays can be placed outside the meeting room while a meeting is taking place.
12. 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.

13. 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.
14. 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.
15. Appeals and/or comments on meeting room policies and regulations may be made to the Library Board in writing. Email libraryboard@phpl.lib.wi.us or address communications to:

Pauline Haass Public Library Board of Trustees
N64 W23820 Main Street
Sussex, WI 53089

Adopted by Library Board: Jan. 20, 1997
Last revised by Library Board: August 16, 2023

Please continue to the next page for the Meeting Room Application

Application for Meeting Room Use at the Pauline Haass Public Library

Email to: meetingrooms@phpl.lib.wi.us OR return at Circulation Desk

Please review the **Meeting Room Use Policy** at <http://www.phplonline.org/meeting-rooms/> to determine whether your group qualifies to use meeting rooms 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)

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 be exercised only in urgent situations.

Please indicate both day of the week and date (i.e. Monday, 9/12/22) for all dates requested, to avoid errors. You may request no more than six (6) dates on one application:

Dates requested (one per line):

Approved:	Confirmed by:	
____ YES ____ NO	Email _____	Phone _____
____ YES ____ NO	Email _____	Phone _____
____ YES ____ NO	Email _____	Phone _____
____ YES ____ NO	Email _____	Phone _____
____ YES ____ NO	Email _____	Phone _____
____ YES ____ NO	Email _____	Phone _____
<i>For staff use only</i>		

Arrival time for setup (after 9:30AM Monday - Saturday or 1:00PM 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 (seating for 80, room capacity 100) ___Small Meeting Room (capacity 12)

Estimated attendance___

Is permission requested to serve refreshments? _____ **to use the (shared) kitchen?** _____

If yes to either, please describe: _____

Do you wish to use the Meeting Room A/V equipment?

Equipment requested:

TV Display _____ Meeting Owl (camera/mic/speaker)___ Sound Bar (Quad Room only)___
HDMI cable/HDMI Adapters _____ Power strip (with USB ports) _____

A group member must schedule an initial A/V equipment training 2 weeks before your first meeting in order to use PHPL meeting room equipment. It is also required that the group member trained on A/V has a library card in Bridges Library System.

List your group's A/V representative (may or may not be the contact person):

First and Last Name: _____

Email: _____

Phone Number: _____

Schedule a training session by contacting info@phpl.lib.wi.us or call 262-246-5181.

Contact person for your organization _____

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

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

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:
