

West Bend Community Memorial Library Library Meeting Room Policy

- The meeting rooms are available for use from opening time until one half hour before closing time.
- Each room will be posted with the legal number of occupants:
 - Tower Room: 8
 - Bibliographic Instruction Room: 22
 - Children's Presentation Room: 30 (75 if mostly children)
- Library Programs and activities will be given priority in the reservation of the meeting rooms.
- For Profit groups will NOT be allowed to use the meeting rooms. The only fund raising events permitted in the meeting rooms are those which are sponsored by the Library or other organizations affiliated with the Library.
- Programs must not disrupt the use of the library by others. Persons attending meetings are subject to all library rules and regulations.
- Groups may not hold more than FOUR meetings a year or otherwise determined by the Library Director or his/her designee.
- Application forms and policies are available at the Circulation and Information desks on the first floor.
- Application for the use of the rooms must be confirmed with the Business Office Manager (262-335-5151) between 9am and 12 noon Monday – Friday.
- Application must be signed by an adult. An adult must be in attendance throughout the meeting.
- The person signing the agreement/application form will accept liability for damages to the meeting room that occur during the time period their organization meets and which exceed the amount of the deposit paid.
- The person in charge of the meeting should check in at the Information Desk on the first floor before and after the meeting.
- A security deposit of \$30.00 is to be paid before the first meeting. Reservations are guaranteed only when the security deposit is paid and the agreement is signed. Security deposits will be returned (minus charges for damages) within two weeks of the meeting.
- Cancellation of room reservations must be made two business days in advance of the meeting date for return of deposit, unless cancellation is demanded by weather.
- Meeting rooms may be booked up to three months ahead of time, except for the Children's presentation Room in June, July, and August, which is not available during these months due to the Summer Reading Program.
- All groups must abide by local and state fire safety laws. All regular library rules apply to the meeting rooms, including prohibitions against posting materials on the walls, windows, or doors and moving tables and chairs.
- Light snacks and beverages in spill proof cups will be allowed in the Children's Presentation Room and in the Bibliographic Instruction Room. Groups using these meeting rooms are responsible for providing their own refreshments and clean up supplies.
- The doors to the Tower Room must remain open at all times, unless a group has a confirmed reservation.
- Should an emergency occur during a meeting, the adult in charge shall report it to the Librarians.
- The Library does not provide equipment except that the Bibliographic Instruction Room and the Children's Presentation Room do have drop down projection screens. Groups are responsible for set up and take down of chairs, etc. in the Children's Presentation Room. Setup and take down must be considered when booking the room.
- Due to staffing limitations, the library is unable to carry messages (e.g. telephone calls) to persons/groups using the meeting rooms. In the event of emergencies, library staff will attempt to place the caller in touch with the person being called.
- Any public notice or advertisement of any meeting must clearly state that the event is being held at, not sponsored or organized by, the Library Board, Library Staff, or City of West Bend.
- Reservations of the meeting rooms does not constitute an endorsement by the Library Board, Library Staff, or City of West Bend of the users of the room or their beliefs.

Approved and adopted by the Library Board 10-01-02

Thank you for your cooperation. West Bend Community Memorial Library Board of Trustees