

Meeting Room Policy

Purpose

The West Bend Community Memorial Library provides meeting rooms for informational, civic, educational and professional needs. The West Bend Community Memorial Library does not endorse the views of any group using the meeting rooms.

Library meeting rooms are not intended for commercial use. For-profit organizations and businesses may use the meeting rooms but only for training, conferences, strategic planning or other non-commercial use.

The West Bend Community Memorial Library supports the principles of the ALA Library Bill of Rights: "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."

If a group abuses the facility or these regulations then it will be the Library Director's decision to cancel future reservations or to discontinue meeting room privileges to this group.

Application for Use

Application forms and the Meeting Room Policy are available in the business office from 9 am – 1 pm Monday through Friday or online at www.west-bendlibrary.org under About Us/Policies. The application must be signed by an adult. An adult must be present throughout the meeting if minors are in attendance. The person signing the application form will accept liability for damages to the meeting room that occur during the time period their organization meets.

Any group wishing to use the library's projector must reserve the projector at the time of room reservation. Only 1 projector is available for rental and will be rented on a first come, first served basis. Any damages to the projector during the time of rental will be the responsibility of the organization that rents the projector.

Book Groups

In order to promote reading and the discussion of literature in the community, West Bend Community Memorial Library offers meeting room space for book clubs to meet once per month. Book clubs must have a member designated as the leader who will fill out and sign the Application for Use Form. The leader is then liable and responsible for following all proper procedures outlined in this policy. Book groups meeting at the West Bend Community Memorial Library must allow for new members from the community to be able to join the group.

Fees

Book Groups will not be charged a fee.

Non-profit organizations or groups will be charged a \$10 non-refundable fee per reservation.

For-profit organizations or businesses will be charged \$15 per hour or \$50 per half day (4 hours) or \$100 per full day (8 hours). Fees will be charged in one hour increments if necessary.

Any group wishing to use the library's projector will pay a \$10 non-refundable fee per reservation.

Meeting Room Priority

The West Bend Community Memorial Library has priority for meeting room use and may need to cancel a group reservation if the Library needs the room. The West Bend Community Memorial Library will attempt to give a 2 week notice if a reservation needs to be cancelled.

There are specific times that the meeting rooms are used by the West Bend Community Memorial Library and are as follows

Children's Story Room: Every Tuesday and Wednesday mornings, every Thursday evening and during the months of June and July

First Floor Conference Room (BI Room): 3rd Tuesday of every month from 6:30pm-9pm

Capacity

Tower Room: 8

First Floor Conference Room (BI Room): 22 (12 chairs around the table, 10 outside perimeter)

Children's Story Room: 30 (75 if mostly children)

Second Floor Conference Room: 10

Hours

The meeting rooms are available during Library hours only.

Monday – Thursday: 9 am – 9 pm

Friday: 9 am – 6 pm

Saturday: 9 am – 1 pm

The hours that are reserved include set-up and clean-up time. No one will be allowed to stay past closing.

Frequency

Groups may use the meeting rooms once per calendar year. This is per group and per room. It will be at the Director's discretion or the Director's designee to make adjustments.

Food

Food and covered beverages are allowed in the First Floor Conference Room (BI Room) and the Children's Story Room. No alcoholic beverages are allowed. There are no kitchen facilities. Groups using these rooms are responsible for providing their own refreshments and clean up supplies.

Cancellation

Cancellation of room reservations must be made two business days in advance of the meeting date for return of fees, unless cancellation is demanded by weather.

Basic Guidelines

Meeting rooms may be booked up to 6 months in advance. If it is an annual meeting then the room may be booked 12 months in advance.

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.

Should an emergency occur during a meeting, the adult in charge shall report it to a librarian.

The West Bend Community Memorial Library does not provide equipment except that the First Floor Conference Room (BI Room) and the Children's Story Room have drop down projection screens. Groups are responsible for set up and take down of chairs, etc. in the Children's Story Room. Setup and take down must be considered when booking the room. Library Staff will not assist with this.

If a room is not left in the same condition when the meeting started then the group will be charged an hourly custodial fee for cleanup.

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 an emergency, 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 West Bend Community Memorial Library Board or the City of West Bend.

The name, address or telephone number of the West Bend Community Memorial Library may not be used as the address or headquarters of the group meeting at the West Bend Community Memorial Library.

Approved and Adopted by the Library Board 10-1-02, Updated 3-17-15