

Kewaskum Public Library
Meeting Room Policy

Kewaskum Public Library provides space for meetings and programs of an informational, educational, cultural or civic nature. Private parties are not currently permitted. All meetings and programs must be free and open to the public.

Kewaskum Public Library subscribes to the principles set forth in ALA’s Library Bill of Rights, “Article VI of the Library Bill of Rights states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of the meeting rooms does not in any way constitute Kewaskum Public Library’s endorsement of the activities, purposes, or viewpoints expressed by the groups/individuals involved. Meetings held in the library are subject to fire codes, ADA requirements, and occupancy requirements.

I. FACILITIES

- a. There are two meeting rooms that may be reserved. These are the conference room on the main level and the community room on the lower level.
- b. All available furniture and equipment are located within the meeting rooms or additional furniture may be requested at the time of reservation. Furniture cannot be moved from other meeting rooms or other locations within the library.
- c. Library staff is not available to assist with furniture set up and take down.

Room	Occupancy	Chairs and Tables	Amenities
Main Level Conference Room	12 people with tables and chairs 27 people with chairs only	4 tables and 12 chairs in the room Can request up to 27 chairs	Wi-Fi Accessible access
Lower-Level Community Room	81 people with tables and chairs 174 people with chairs only	4 tables and 20 chairs in the room Additional tables and chairs in storage area	Non-ADA Accessible / stairs, no elevator No Wi-Fi

II. RESERVATION OF FACILITIES

- a. Library programs, meetings and activities have priority in scheduling use of the meeting rooms.
- b. Reservations may be made up to 3 months in advance and can be used by a group no more than two times per month.
- c. Reservation of the meeting room may be made over the phone or in person. A written and signed application must be completed within one week of the reservation. The reservation may be canceled if the application is not received within a week. The application must be signed by an authorized adult representative of the group who shall remain on-site and be personally responsible for the conduct of the meeting and for any damage.
- d. Reservations may only be made by people 21 years or older. A valid ID may be required at the time of reservation.

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- e. The library shall be notified as soon as possible if it is necessary to cancel a reservation. Failure to notify the library of a canceled meeting may result in forfeitures of future meeting room privileges.
- f. Groups/organizations must check in at the circulation desk when they arrive.
- g. At the completion of the meeting/program the group/organization contact must check-out with the Circulation Desk confirming they have returned the room to the original configuration.

III. RECURRING MEETINGS

Kewaskum Public Library encourages the widest possible use of its meeting rooms by the community so long as this outside use does not interfere with the normal functions of the library.

- a. A group or individual may have a meeting room on reserve for recurring meetings, but can only reserve rooms for a maximum of three months in advance.
- b. If the meeting room is needed by the library for meetings or special programs, the group using the room on a recurring basis will be contacted and asked to meet in another location or have their meeting canceled.
- c. The library reserves the right to refuse meeting room bookings for groups whose recurring use of a room monopolizes that space and interferes with the ability of other groups to meet.

IV. HOURS OF USE

- a. The meeting rooms are available during normal library hours. Meetings must be cleaned up and concluded 15 minutes before the library closes.
- b. Meeting attendees may not remain in the library after it closes.

V. CONDITIONS OF USE

- a. Groups/organizations whose members are under the age of eighteen (18) must be accompanied by at least one adult supervisor per 7 persons under the age of 18. An adult is defined as someone 18 years old and older.
- b. Selling of goods or services or sales promotions are strictly prohibited unless prior authorization was provided by the Library Director. The Kewaskum Public Library and Kewaskum Public Library Foundation, Inc are exempt from this condition.
- c. The meeting room must be returned to its original configuration. All garbage must be bagged up and deposited in the proper dumpster outside.
- d. Light refreshments may be served. No kitchen facilities are provided. No alcoholic beverages are permitted.
- e. Fastenings (tape, tacks, etc.) are not to be made to the walls, floors or furniture within the rooms.
- f. Signage desired in the lobby must be cleared by the Library Director before being posted and will be limited to the hour before the meeting and the period of the meeting. Posters advertising the meeting in advance will be posted subject to the normal library rules for such posting.
- g. Smoking, vaping and the use of tobacco products are strictly prohibited.
- h. The library staff is not available to transport supplies to or from the meeting rooms, to assist with meetings or programs or to operate equipment.

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- i. Library staff will not accept calls or relay messages to people attending meetings, except in emergencies.
- j. No group may use the library address as their own.
- k. No storage space is available for materials or equipment used by groups using the meeting rooms.
- l. The library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.
- m. Political meetings are acceptable for the discussion of issues but not for fundraising, party caucuses or meetings closed to the public.

VI. **CONDUCT EXPECTATIONS**

- a. Organizers and attendees are expected to abide by the Code of Conduct Library policy. Failure to abide by the library's policies may result in the cancellation of, or refusal of future reservations. The library is a public facility; therefore, behavior in and around the meeting rooms that is disruptive to the regular operations of the library or that could possibly be dangerous to others will not be tolerated. Groups/organizations are held responsible for the conduct of the people admitted to their activity.
- b. Groups/organizations may be asked to vacate the premises immediately if it is deemed that behavior is disruptive. If a group/organization is asked to vacate, their meeting room use privileges could be suspended.

VII. **DAMAGES**

- a. The organizer will be responsible for any and all damages to the library's premises, equipment and property. If, after a meeting or program, additional maintenance is required, these costs will be assessed to the individual who assumed responsibility by signing the application.

VIII. **LIABILITY**

The Village of Kewaskum and Kewaskum Public Library assume no responsibility whatsoever for any property in connection with a meeting and that the Village of Kewaskum and the Kewaskum Public Library are hereby expressly released from and discharged for any and all liability for any loss, injury or damage to person or property which may be sustained by reason of a meeting, including setup and takedown of library owned furniture and equipment of such meeting.

This policy is subject to the judgment of the Library Director or designee under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.