



CUDAHY FAMILY LIBRARY

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POLICY

Category: Access & Facilities

Number: E.10

Title: **Meeting Space Policy**

Effective Date: December 3, 2016
Authorized By: Library Board of Trustees
Last Revision: October 5, 2014; September 10, 2011; January 1, 2011; January 1, 2009;
August 2, 2007; March 1, 2007; January 1, 2007; March 2, 2003; and
February 23, 1995

The Cudahy Family Library offers meeting space for public use as an extension of its library services. The meeting spaces available are the Ladish Co. Foundation Meeting Room (Ladish) and the Winter Garden. The Library's Computer Lab is also available for public use (see Computer Lab Policy, E.08) The Library Director is responsible for managing all Library facilities, including the use of the Library's public meeting rooms and library grounds.

When the meeting spaces are not needed for library-related activities, they will be made available to other groups, subject to the following policy established by the Library Board. This policy is in accordance with Article 6 of the Library Bill of Rights which states that such facilities should be made available to the public "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Permission to use the meeting spaces does not indicate the Library's or the City's endorsement of the meeting room users' viewpoints.

Availability

Use of the meeting spaces for Library events shall have the priority over all other requests. Requests not affiliated with the Library are considered in the following order:

- City of Cudahy Departments
- Community civic organizations and non-profit groups
- County of Milwaukee, state, and federal units
- Organizations or groups whose primary purpose is business, religious, or commercial

The meeting spaces are not available for programs which are not suitable for the Library's physical facility and grounds, programs which would interfere with the Library's normal operation, or programs which would be dangerous to the welfare of the community.

"GENERATIONS OF PRIDE"

Access & Facilities. E.10.1

The Ladish Room will not be scheduled for groups consisting of fewer than six people or for meetings with an anticipated attendance of less than six people. The Ladish Room will also not be scheduled for meetings with an anticipated use of less than 30 minutes.

A person's right to request the use of a space or to attend a meeting or activity will not be denied because of origin, age, race, sex, background, views, sexual orientation, disability, membership, or lack of membership in an organization or group, or for any other reason. Users of the meeting spaces are required to comply with the American With Disabilities Act in reasonably accommodating persons with disabilities. Library staff may attend or observe any meeting or activity held at the Library at any time.

All meetings and activities of or for groups comprised primarily of people under the age of 18 require the presence of a responsible adult at all times. Parents or caretakers of preschool children are encouraged to attend any meeting or activity at which their child is present, and at a minimum, must remain in the Library building for the duration of the meeting or program. Children left anywhere in the Library unsupervised by a responsible adult shall be subject to the provisions of *Unattended Children in the Library Policy* (Access & Facilities E.03).

The Library reserves the right to reschedule or cancel meeting space reservations at any time in order to use the meeting space for programs or events sponsored by the Library. As much notice as possible will be provided to the user affected by a change, and suggestions for other spaces will be made when possible.

Hours

Meetings or activities should normally be held within the hours that the Library is open to the public. These meetings shall be adjourned 15 minutes before the Library closes. Any time needed for preparation and cleanup should be included in the amount of time requested for room use. In instances when the meetings are permitted to extend beyond the Library's scheduled opening or closing time, the user will be required to pay a fee to offset staffing costs.

Room Description, Capacity, and Equipment Available

The Ladish Room may be booked as one large room or partitioned into two smaller meeting areas, each of which can be booked separately. Room capacity for use as one room is 45 occupants with no tables used, 35 occupants with five tables. When the Ladish Room is divided, the room capacity is 15 occupants per room with no tables used, 10 occupants with two tables. This meeting room has access to the Geiger Kitchen, which is equipped with a refrigerator, sink, microwave, and coffeemaker for public use. The stove and dishwasher in the Geiger Kitchen are not for use without prior permission from the Library Director or her designee.

The Winter Garden has the room capacity for 125 occupants with no tables, 85 occupants with the use of tables. The room is equipped with a kitchenette that has a refrigerator, sink, and coffeemaker. The Winter Garden also has lounge-chair seating for 24 which is available for use.

