

POLICY

Category: Access & Facilities

Number: E.04

Title: **Meeting Room Use Policy**
(Ladish Co. Foundation Meeting Room/Winter Garden)

Effective Date: January 1, 2009

Authorized By: Library Board of Trustees

Last Revision: August 2, 2007; March 1, 2007; January 1, 2007; March 2, 2003;
February 23, 1995

The Cudahy Family Library offers two meeting rooms for public use, the Ladish Co. Foundation Meeting Room (Ladish) and the City of Cudahy's Winter Garden (Winter Garden). The primary purpose of the meeting rooms is to enable the Library to extend its program of service in the community through the provision of rooms for use in public gatherings which supplement or relate to the Library's stated mission. The Library Director is responsible for managing all Library facilities, including the use of the Library's public meeting rooms.

When the Ladish and Winter Garden Rooms 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 rooms does not indicate the Library's or the City's endorsement of the meeting room users' viewpoints.

Availability

Use of the meeting rooms 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 rooms are not available for programs which are not suitable for the Library's physical facilities, programs which would interfere with the Library's normal operation, or programs which would be dangerous to the welfare of the community.

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 room or to attend a meeting or program 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 rooms 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 program at any time.

All meetings and programs 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 pre-school children are encouraged to attend any meeting or program 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 or Winter Garden 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 room reservations at any time in order to use the meeting room 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 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 150 occupants with no tables, 100 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.

The meeting room(s) setup will be done by the Library staff based on the information submitted on the application. Applications that do not specify a room setup will not be confirmed. The Library can provide the following equipment at no charge upon request:

round and rectangular tables, chairs, easel, podiums, microphone, and projection screen. Consideration will be given to the user's preference for the type of tables used, but the Library's resources and meeting room schedules will determine what is available. The Library can provide the following equipment for a fee upon request: overhead projector, opaque projector, slide projector, LCD projection system, TV with DVD and VCR, wireless ready laptop, and an easel stand with paper. Wireless access to the Internet is available in both the Ladish Room and the Winter Garden. The Library's equipment will be distributed on a first come, first served basis if two groups request the same equipment on the same day.

Users unfamiliar with the operation of the equipment that they have requested to use should make arrangements with the Library staff for instructions before the scheduled meeting time. Users will not be allowed to save files, install programs, or change the configuration of the Library's laptop. Users are requested to notify the Library staff if equipment is not functioning properly and will be held responsible for any damage to any equipment.

Use of the equipment and kitchen facilities must be reserved on the application. Last-minute requests for tables, chairs, and other equipment may not be accommodated with current staffing levels. Requested changes in the setup of the meeting room(s) should be submitted to the Library no later than 24 hours prior to the usage. Users of the room are not permitted to physically change the setup of the meeting room(s) without permission and assistance from Library staff.

Fees

There are no fees for city departments, government agencies, and non-profit organizations to use the Ladish Room when the room is used during Library hours. Non-profit organizations, including organizations that have IRS 501 (3) (c) status, are defined as groups that are engaged in charitable, civic, educational, cultural, or humanitarian activities other than profit-making activities. The fee to use the Ladish Room for individuals, groups, or businesses that are profit-making is \$25.00 for one to four hours of usage. The fee to use the Geiger Kitchen is \$10.00 per meeting for all groups except city departments.

The fees to use the Winter Garden apply to all organizations except the Library and city departments. The fees are \$50.00 for one to four hours, \$75.00 for four to eight hours, and \$100.00 for eight to ten hours on the days the Library is open for 10 hours. The fee for meetings held before or after the Library's hours of operation is \$25.00 per hour, and that fee applies for both meeting rooms. The fee to bring in food to serve at a meeting is \$10.00 per meeting for all groups except city departments. The fee to use the Library's audio-visual equipment is \$5.00 per piece of equipment per meeting, and the fee to use the easel with the large pad of paper is \$3.00 per meeting. The fee to use the Library's glass punch bowl set is \$5.00; the fee to use the Library's 30-cup coffee pot is \$2.00.

All fees are due in full within one week of the approval of the application. Fees are non-refundable; however, if a user cancels a meeting 48 hours or more in advance of a scheduled and confirmed meeting time, another date may be scheduled at no extra cost. Exceptions will be made in the event of severe weather or if unforeseeable circumstances cause a meeting to be cancelled by the Library Director.

Application Process

Application must be made at least 48 hours in advance by a person willing to accept responsibility on behalf of the group involved. Said person must sign the statement of

agreement on the application to abide by all the rules, regulations, and fees set forth in this policy and must communicate this information to the individuals who will be using the room(s). On the day of the meeting, the said authorized person must report to the Circulation Desk for access to the meeting room(s) and must remain on the premises throughout the period for which the room(s) is reserved to further ensure that all attendees observe the Library's policies and rules. The group is then completely responsible for the condition of the room(s), furnishings, and any equipment, including any damages or replacement costs that may occur during its usage. At the conclusion of the meeting room use, the authorized said person must report to the Circulation Desk to report that the group is leaving the Library.

Meetings may be scheduled up to one year in advance and applications will be considered confirmed once the written application has been approved by the Library Director. Applications that are incomplete or that do not include the setup request for the use of the rooms will not be confirmed until all the information is provided. Meeting rooms may be tentatively booked by telephone or e-mail. However, a written application must be submitted to the Library within one week of the telephone booking. A group may not assign its reservation to another group and must inform the Library as soon as possible in the event of a cancellation. Failure to notify the Library may result in loss of meeting room privileges. Meeting room applications must be updated annually and every time there is a change in the contact information.

Principles of Use

1. Patrons using the meeting rooms must comply with all the rules of behavior as set forth in the *Library Code of Conduct Policy* (Access & Facilities E.01). Persons engaged in unauthorized drinking, smoking, littering, engaging disruptive conversation or conduct; defacing Library or City property; or acting inappropriately while using a meeting room will be asked to leave the premises immediately. Meeting room use that becomes disruptive to the operation of the Library will be terminated immediately. The Library may deny groups future use of the meeting rooms based on past incident reports.
2. The Library's meeting rooms are managed according to city, county, state, and/or federal laws governing the protection of public property and safety. Users should not use emergency exit doors without prior permission except in the case of an emergency. Doors to the meeting rooms, emergency exits, and aisles must be kept unlocked at all times. Open aisles must be maintained to provide clear access to all exits at all times.
3. The meeting rooms, kitchen, furniture, and equipment shall be left in a clean, neat and orderly condition. Furniture may only be moved with the permission and assistance from the Library Staff. Furniture may not be moved into or out of a meeting room. Cleanup and restoration of furniture to original arrangement must be accomplished by the scheduled ending time of the meeting.
4. Users serving refreshments or meals are responsible for keeping the food and beverages within the designated meeting space and for cleaning up afterwards, including the washing of the Library's appliances that were used.
5. The Library will not accept calls, relay messages, or page any person attending a meeting except in the case of an emergency. If an emergency occurs in the meeting room, a representative from the meeting must report the incident immediately to the Library staff at the Circulation Desk.

6. Access to the Library will not be available to individuals using the meeting rooms before or after hours, unless they have paid the fees to use the facility before or after hours.
7. Users are responsible for providing their own refreshment and cleanup supplies, including plastic garbage bags and paper products.
8. When the meetings or programs are finished, the user should close the door and notify the Circulation-staff that they are finished with the room(s). The space will be inspected before the next use of the room. If vandalism occurs to a room(s) or equipment, the user will be responsible for cleaning the room(s) and/or paying for the damage or replacement costs. If the user refuses to do either, the cost of the repairing or cleaning will be sent to the user's residence or place of business.
9. Nothing may be attached to the walls, ceilings, floors, or doors of the meeting rooms without permission from the Library Director or her designee. Any electrical and/or large equipment not owned by the Library may not be used without prior approval by the Library Director or her designee.
10. Library staff are not available to assist any group in the carrying of supplies to and from the meeting rooms or to run any AV equipment.
11. Audiovisual presentations in the meeting room(s) must be in conformation with current copyright regulations.
12. Users of the Library's wireless laptop must not save files, install programs, or change the configurations on the laptop.
13. Paints, flammable and toxic materials, incense, and lit candles are not to be used in the meeting room(s). Groups that use crayons, magic markers, stamp pads, and other craft materials must place a protective covering (newspaper, for example) on the Library's tables.
14. The consumption of alcoholic beverages is allowed for certain private functions with prior permission from the Library Director or her designee. Private functions are held in the Library's meeting rooms and would not be open to the general public; only invited guests would be allowed in the reserved area for the private function. The alcoholic beverages would be prohibited in any of the public areas of the Library. No alcoholic beverage may be furnished to, served by, be in possession of, or permitted to be consumed by anyone under the age of 21, whether or not the parent or guardian of such person is present. At the time of booking, the applicant will inform the Library Director as to the purpose and extent of the use of the alcoholic beverages. An example of acceptable use would be the serving of alcohol for a toast at a party for a retirement or bridal shower.
15. Attendance at meetings and programs may not exceed the room capacities stated in this policy.
16. Users may not store equipment or materials in the meeting rooms without prior permission from the Library Director or her designee.

17. Publicity is the responsibility of the user of the meeting room and should not be released before the application has been approved. Publicity generated by the user for a meeting, program, or event may cite the Library name, address, and appropriate room designation. Any other mention requires the written approval of the Library Director or her designee.
18. Users of the meeting rooms must agree to hold harmless the Cudahy Family Library and the City of Cudahy, their employees, elected and appointed officials, and their agents from responsibility and liability for any property damage, property loss, personal injury, or death which may occur subsequent to such use for any reason, including the service or consumption of any food or beverage on Library premises associated with the event.
19. The Library Director may grant or deny applications that appear to be clearly covered by this policy and shall refer other requests to the Library Board for a final decision. Applicants that are denied the use of a meeting room(s) can appeal to the Library Board for a review of the Library Director's decision. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least five business days before the next Library Board meeting.