

MEETING ROOMS POLICY

1.0 **PURPOSE:**

To describe the policies of the West Allis Public Library governing the public's use of the library meeting rooms.

2.0 **ORGANIZATIONS AFFECTED:**

This policy applies to all City of West Allis departments, boards, commissions, and the general public.

3.0 **POLICY:**

The West Allis Public Library's Constitution Room is designed primarily for use by the library in programming efforts designed to meet the library's goals.

The Constitution Room is made available for programs designed to provide educational and/or cultural information to the public consistent with the mission of the library:

- Priority 1 – The library's own programs or programs in which the library is a sponsor, participant or cooperative agency (e.g. discussion group, Friends of the Library, etc.)
- ~~Priority – Educational programs sponsored by UW Extension, UW Milwaukee and other public educational institutions.~~
- Priority 2 – Programs open to the public which are sponsored by local non-profit organizations groups, charitable organizations and educational institutions.
- Priority 3 – Official meetings, programs and activities sponsored or conducted by City of West Allis Departments/Divisions and Administration.
- Priority 4 – All other programs which meet the use requirements set forth above.

Note: The term "Group" as used herein refers to any and all members of the public, including but not limited to, groups, organizations, institutions, agencies and individuals.

The West Allis Public Library will follow a uniform policy when members of the public desire to use Library meeting rooms.

4.0 **REFERENCES:**

Wisconsin Statutes, Chapter 43.

West Allis Public Library Board approval (revised February 25, 2004).

West Allis Public Library Board approval-Usage Groups and Fees Addendum (April 26, 2006).

West Allis Public Library Board approval – Addendum (revised October 24, 2007).

Comment [SK1]: Changed "organizations" to "groups" b/c it's referred to as "non-profit groups" throughout the Addendum/fee schedule.

Comment [SK2]: Non-profit, charitable and educational are grouped together in the Addendum/fee schedule – not sure if you may want to do the same here - you deleted public educational institutions, etc. above so this may mean you don't want to include charitable and educational here... (it's up to you/the Library Board ☺)

Comment [SK3]: If you incorporate the provisions of the Addendum into this Policy as Section "6.0 FEES" [see below] these references to the Addendums can be deleted.

5.0 PROCEDURES:

- 5.1 Except as set forth herein, the Constitution Room may only be scheduled for use during the hours the library is open to the general public. ~~Special advance arrangements must be made for programs that extend beyond the closing hour or begin before the regular opening time. Requests to schedule programs at a time when custodial help is not available must be made in advance in writing to the Library Board, must include an agreement to pay the necessary overtime costs, utilities, etc. and must be subject to the availability of custodial help at that time.~~ Programs held on Saturday will not continue after 5:00 p.m. and Sunday programs will not be allowed due to the minimum ~~number~~ of personnel on duty when the building is open. The Library Director may approve use of the Constitution Room for a library sponsored/co-sponsored program and for use by a City of West Allis Department/Division or Administration during hours the library is not open to the general public ~~or on Sundays.~~
- 5.2 All programs must be open to all members of the public, and admission fees may not be charged. Established educational institutions presenting workshops or educational programs may request of the Library Director, at the time of application, approval to charge a fee to cover the cost of materials (e.g. workbooks, study guides, supplemental materials) necessary to participate in the program.
- 5.3 The Library Board desires to encourage wide availability of the Constitution Room to local community ~~organizations and agencies~~ ~~Groups~~ when the room is not required for library programming. Because of this goal, long term commitments of the room in sequence will not be possible beyond Priority 1 ~~and 2~~. In order to keep the room available, no more than four bookings will be accepted from one ~~organization~~ ~~Group~~ in a six month period. Bookings may be made through the Library Office up to ~~six months~~ ~~a year~~ in advance on a first come-first served basis.
- ~~5.4 The Constitution Room set up is auditorium style with tables and screen at the front of the room and rows of chairs facing them. Additional tables are available if requested in the booking, but changes in the room arrangement at the program time must be made by the booking group, and if the room is changed by the booking group, it is to be returned to the original arrangement before leaving. The library can not provide on-site custodial assistance for changing the room arrangement or moving of private materials.~~
- 5.5 Materials and equipment brought into the meeting rooms for use by a ~~G~~roup are the responsibility of the ~~G~~roup. The library cannot assume the responsibility for the security of private materials or equipment. Requests for use of library equipment (projectors, sound equipment, etc.) must be made at the time of the booking and must indicate what official or member of the ~~G~~roup is assuming financial responsibility. Any use of library facilities for audiovisual presentations must be in conformance with current copyright regulations.

Comment [SK4]: The original "Priority 2" has been deleted, do you want to include the new "Priority 2" here (i.e., allow them to have long term commitments)? If not, "and 2" should be deleted.

- 5.6 Fastenings (tape, tacks, etc.) are not to be made to the walls, floors or furniture within the rooms. Signage desired in the lobby must be cleared with the library administration 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. [Add link to policy here.](#)
- 5.7 Groups using the meeting rooms are responsible for enforcing the NO SMOKING policy within the building area and for seeing that no alcoholic beverages are served.
- 5.8 Simple kitchen facilities are available for beverages or light refreshments. Use of the kitchen for the serving of beverages or light refreshments must be requested and approved in advance. Groups agree to leave the kitchen and the meeting room cleaned up after such use. No fee is involved.
- 5.9 Bookings for the Constitution Room will be for programs to be presented to the public where more than 15 people are anticipated to attend. Any Group using a meeting area must adhere to posted limitations on room attendance.
- 5.10 Publicity for programs held in the Constitution Room is the sole responsibility of the Group booking the room and may indicate the location and time for the meeting, but may not infer that the library is a sponsor/co-sponsor unless the Library Board has specifically agreed. Booking of the Constitution Room does not constitute library sponsorship of a meeting. The library may not be used as an organization's Group's mailing address or storage site unless the Library Board determines that it is a library-related organization Group, such as the Friends of the West Allis Public Library.
- 5.11 Bookings for the Constitution Room are made by filling out a form with the Library Office or through the Library website. The form can be requested or the information filled out by phone (302-8501). A copy of the request will be kept in the Library Office and a copy given or mailed to the party booking the room. Cancellations should be made promptly, if necessary, to make the room available.
- 5.12 The Conference Room in the Atrium, adjacent to the Constitution Room, is limited to the library and staff related functions. Meetings, programs and activities sponsored or conducted by other City of West Allis Departments, Divisions and Administration will be permitted when the room is not required for library related use. (Library Board policy September 25, 1990).
- 5.13 The Children's Department Meeting Room (Story Time Room) is limited to library and staff related functions and is not available under normal circumstances for Groups to use. In unusual situations, related to library sponsored programs, the library may make it available as necessary.

- 5.14 The small conference room (group study room) in the Adult section of the library is available for small group use on first come-first served basis. This room is not booked or reserved for ~~individuals or~~ Groups.
- 5.15 The Library Board reserves the right to deny future use of the meeting rooms to Groups whose previous conduct has resulted in damage or disregard for the above guidelines, or whose conduct has interfered with the orderly use of the library by other citizens.
- 5.16 EXCLUSIONS FROM MEETING ROOM USE:
1. Commercial sales or presentations promoting specific companies or products.
 2. Regular meetings of ~~clubs, Groups, or organizations, etc.~~ - not to include educational and cultural activities open to the general public.
 3. This room is not available for use as a study hall or social area and will be kept locked when not in use.

6.0 FEES:

The primary purpose of the library meeting rooms is for library-related activities. The following fees, based on the nature of the Group, shall be charged for use of the meeting rooms:

1. Library-related, City of West Allis and affiliated departments, corollary ~~organizations~~ Groups such as the West Allis-West Milwaukee School District, and governmental agencies are exempt from fee assessments.
2. Non-profit West Allis based groups, charitable West Allis organizations, and West Allis educational institutions (unaffiliated with the West Allis-West Milwaukee School District) will be assessed a \$25.00 fee for the use of a meeting room.
3. Non-profit groups, charitable organizations, and educational institutions located outside the City of West Allis will be assessed a \$40.00 fee for the use of a meeting room.
4. All for-profit ~~organizations or~~ Groups will be assessed a \$75.00 fee for use of the room. ~~An additional \$10.00 fee will be assessed if the for profit group or organization uses West Allis owned AV equipment during the program.~~
 - Groups using the library meeting rooms may not charge admission or any other fees while using the meeting room.
 - All relevant users **must submit payment upon application** for use of the room.
 - ~~The only time a Usage fees~~ will be refunded ~~only if is when a Group cancellation is cancels their reservation~~ at least one week before the scheduled event.

Comment [SK5]: Incorporated the language from the Addendum into the Policy as a "Fees" section.

Comment [SK6]: Trying to make this very clear

February 25, 2004 (revised)

MEETING ROOMS POLICY—ADDENDUM

Usage Groups and Fees:

The primary purpose of the West Allis Public Library Meeting Rooms is for library related activity. Individuals and organizations requesting use of the meeting rooms shall fall under the following restrictions:

3. Library related, City of West Allis and affiliated departments, corollary organizations such as the West Allis West Milwaukee School District, and governmental agencies are exempt from fee assessments.
4. Non profit West Allis based groups, charitable West Allis organizations, and West Allis educational institutions (unaffiliated with the West Allis West Milwaukee School District) will be assessed a \$25.00 fee for the use of a meeting room.
3. Non profit groups, charitable organizations, and educational institutions located outside the City of West Allis will be assessed a \$40.00 fee for the use of a meeting room.
4. All for-profit organizations or groups will be assessed a \$75.00 fee for use of the room. An additional \$10.00 fee will be assessed if the for profit group or organization uses West Allis owned AV equipment during the program.
 - Groups using the library meeting rooms may not charge admission or any other fees while using the meeting room.
 - All relevant users **must submit payment upon application** for use of the room.
 - Usage fees will be refunded only if cancellation is at least one week before the scheduled event.

April 26, 2006 Library Board approval
Addendum Meeting Rooms Policy
Addendum (revised October 24, 2007)