



## Library Meeting Spaces Policy

The Library's meeting spaces consist of four large meeting rooms in the lobby, four smaller study rooms, five study pods, and one outdoor amphitheater. Library and City use of meeting spaces ranks as first priority and the Library reserves the right to cancel an existing reservation if the space is needed by the Library or City to be determined at their sole discretion. Whenever possible, 24-hour notice will be given. Reservations for meeting spaces can be made starting September 1<sup>st</sup> for the following calendar year.

### Lobby Meeting Rooms and Outdoor Amphitheater Eligibility

Organizations are limited to two evening reservations per month. An evening reservation is a meeting that starts at or extends past 5:00 p.m. A parent organization and its sub-groups will be considered as separate entities if this is specified at the time of the reservation. At least one adult must be present.

When the rooms are not needed for Library or City activities, they are available for use for other organizations as follows:

- Non-profit, civic, and community organizations.
  - Purpose must be for civic, educational, cultural, intellectual, recreational or charitable activities. For civic and community organizations, the entity and purpose must be wholly not for profit.
  - There is no charge for a group that are in this category.
  - Proof of tax-exempt status may be required to establish eligibility to use the rooms without a fee.
  - Meetings can be open or closed to the public at the discretion of the meeting organizer.
- Individual, private, and commercial uses by Wisconsin residents or Wisconsin businesses.
  - Purpose includes private parties such as birthday parties/showers, or any use of the room by a single person or business.
  - The fee to use rooms 1, 2, or 3 is \$25.00 per hour or a pro-rated portion by the half hour.
  - The fee to use room 4 or the amphitheater is \$50.00 per hour or pro-rated portion by the half hour.
  - The fee is payable within two business days of making the reservation and must be received prior to room use.
  - If an organization does not notify the Library of a meeting cancellation before its scheduled start time the fee will not be refunded.

Meeting rooms may not be used for any purpose which, in the opinion of the Director and/or Library Board, may interfere with the normal use of the Library or violate the Library Code of Conduct. If a group is denied use of a meeting room, they may appeal this decision at the next Library Board Meeting



by giving notice to the Library Director via email or letter, provided the notice is received three full business days (72 hours) in advance to update the agenda.

The Library Board subscribes to the tenets of the American Library Association's Bill of Rights, which states in part, "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." However, use of the meeting rooms does not constitute an endorsement by the Library or its Board of Trustees of the views of those utilizing Library meeting rooms.

### **Library Outdoor Amphitheater Details**

The Library's outdoor amphitheater can be reserved for use during regular Library hours. No equipment or furniture is provided by the Library for amphitheater use. Events held in the outdoor amphitheater may not disturb neighboring properties. All refuse must be removed from the Library property by the party using the amphitheater. Trash bins are not available, and the Library's dumpster may not be used.

### **How Reserve a Lobby Meeting Room or the Outdoor Amphitheater**

Meeting rooms and the outdoor amphitheater can be reserved on the Library's website through the online room reservation system. Rooms can also be reserved by visiting the reference desk, emailing, or mailing the required paperwork. Reservations submitted through the online room reservation system will be given priority over other submission methods if the same space is needed.

Reserving a meeting room or the amphitheater requires submitting details such as contact information and meeting purpose. This information will be retained as a library record to help organize and track reservations. All requests are in a status of PENDING once submitted and only secured once library staff have reviewed and confirmed the request. Meeting rooms are assigned by Library staff based on the size of the group expected and room availability. Organizations may not reserve more than two public meeting rooms at the same time on a regular basis (more than once a month).

Making a reservation means you agreeing to act as the authorized adult representative of the organization who shall be personally responsible for the conduct at the meeting and for any damages incurred.

### **Lobby Meeting Room Hours**

The Library's meeting rooms are available during Library hours. Organizations may stay up to an hour past closing time with prior permission from the Library Director or the Director's designee (staff member in charge at time of request). Organizations will have access to the large meeting room, hallway, and public restrooms. No staff will be in the building to provide support. Organizations



leaving after the Library has closed must make sure exterior doors are closed securely. Doors will automatically lock behind you.

### **Lobby Meeting Room Capacity and Equipment**

The Library has four meeting rooms available in the lobby, with capacities ranging from 25 to 100 people. Each room is equipped with tables and chairs. Extra tables and chairs are available for organizations to meet their individual needs. The Library does not assume responsibility for and is unable to assist organizations in setting up their rooms. When the meeting is concluded, all furniture must be arranged according to the chart posted in the room.

The Library has free wireless Internet access. Upon request the Library has equipment available on a first come first served basis. Library staff is unable to provide technical support to meeting room users. Patrons are encouraged to meet with library staff before the day of the meeting to test the library equipment and technology. There is no guarantee that personal technology will work in the Library environment.

### **Kitchen**

A shared kitchen is available connected to Lobby Meeting Room 4. Access to the kitchen must be requested while making the reservation. Members of other organizations using meeting rooms may be using the kitchen at the same time. The kitchen must be left clean, with all food and residue removed. Organizations must provide their own cleaning supplies.

### **How To Reserve Study Rooms and Pods**

The Library has four study rooms and five study pods available. Study rooms and pods can be reserved twice a month per individual for up to four hours, otherwise they are available on a first come, first served basis. Study rooms and pods can be reserved through the Library's online room reservation system or by calling or emailing the reference desk. A reservation request of one business day in advance is recommended. Library staff will not ask occupants to vacate a room in use to accommodate same-day reservation requests.

### **Regulations for Library Meeting Space Use**

1. All advertisements, announcements, press releases, fliers, and any other meeting-related promotional material must clearly state who is sponsoring the meeting, and mention the meeting is not endorsed by the Muskego Public Library or City of Muskego.
2. The name, address, telephone number, or email address of the Muskego Public Library may not be used as the contact information of any organization meeting at the Library with the exception of the Friends of the Muskego Public Library



3. Displays, posters, and literature connected with the meeting may not be placed anywhere in the Library except in the meeting room while the meeting is taking place. With the permission of the Library staff, directional signage may be placed elsewhere in the Library.
4. Each group will be admitted to and must vacate the meeting room at the scheduled time. Set up and clean up time must be included in the scheduled time block.
5. If an organization does not show up within twenty minutes of their scheduled starting time without advanced notice the reservation will be cancelled.
6. If an organization fails to show up without prior notification for three reservations in a calendar year, any future reservations the organization has on file will be cancelled.
7. Groups using the meeting rooms are not permitted to charge registration (currency or barter) or admission fees at the event and/or require the purchase of an item as a condition of meeting attendance. Membership dues and voluntary incidental donations (such as coffee money) may be collected so long as the dues emphasize membership and do not represent a pay for service transaction.
8. The Library reserves the right to monitor all meetings held on its premises.
9. The use of lighted candles or other sources of flame and smoke are prohibited.
10. Materials may not be affixed to the walls or ceilings of the meeting rooms. Library installations or postings may not be removed for any reason.
11. Individuals who attend meetings in the Library must abide by the Library's Code of Conduct and Unattended Child policies.
12. The Library is not responsible for equipment or materials owned by an organization. The Library does not provide storage space.
13. Food and drink are allowed. No alcohol is allowed.
14. The room must be left clean, with all residue cleaned off of tables and carpeting. Organizations must provide their own cleaning supplies. Organizations or individuals may be charged for anything beyond a reasonable and customary cleaning activity the exact cost required to clean the space (through staff time/materials or outside contractor).
15. Per the Library's Code of conduct, soliciting (including sales, donations, literature, or petition signatures) can only be done inside the lobby meeting rooms in the course of a qualifying use of the room.
16. For and in consideration of meeting room and Library facilities usage, any person or group using same hereby agrees to indemnify and hold harmless the Muskego Public Library and City of Muskego from any and all actions or lawsuits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Muskego Public Library for any and all repair costs and for any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for repairs, the matter will be referred to the City Attorney for legal action. Organizations are required to agree to all the terms and conditions and regulations in this policy as part of the room reservation process.
17. The use of Library facilities must follow Library policies and all Federal, State, and local laws; including ADA, building code requirements, copyright law, and other safety standards. Library



property is under video surveillance. The Library, at its discretion, may require groups to provide proof of insurance or security services as a condition of the reservation.

Any organization or individual found in violation of any of the requirements included in this policy or the Library Code of Conduct may be asked to leave and can be prohibited from future meeting room use.

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