

WAUKESHA PUBLIC LIBRARY

POLICY: **MEETING ROOM POLICY**

Approved by Library Board: 09/10/2026

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MEETING ROOM POLICY

I. PURPOSE

Waukesha Public Library encourages the use of its meeting and study rooms by the public when use does not interfere with the normal function of the Library and Library programs and when the use conforms to the guidelines of this policy. Use of Library Meeting Rooms is subject to policies established by the Waukesha Public Library Board of Trustees.

The Library Board subscribes to the tenets of the Library 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."

Use of the Library Meeting Rooms does not constitute an endorsement of the views of the user of the room by the Library.

The Library has three types of Meeting Rooms available for the public:

1. Program Rooms

Program Rooms are defined as WPL's larger spaces that hold more than 20 people and where furniture setup can be altered. The room may not be used by organizations for commercial purposes or for private social events for individuals. A minimum number of attendees is required. Program rooms are available to the public free of charge for the purpose of free public events. Meetings with a restricted invitation list are subject to a reservation fee schedule. Program Rooms can be used for:

Programs: Programs held in library spaces must be for an educational, cultural, civic, intellectual, community service, or charitable purpose. Programs must be free of charge, open to the public, and for non-commercial purposes. Anyone requesting admittance to the program must be allowed to attend free of charge. Reservations for programs are available to the public free of charge.

Meetings: Meetings with a restricted invitation list may be held in Library Program Rooms. Examples include board or administration meetings, organization meetings, large book clubs and neighborhood watch group gatherings. Program Room reservations for meetings with a restricted invitation list are subject to a fee schedule. Fees are not charged to groups identified in priority list one (1) through three (3) in section II.1.B, below.

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Reservation Fee Schedule:

Time	Nonprofit/Community Groups or Individuals	For Profit businesses/organizations
Up to 2 hours	\$0	\$300
Every additional hour	+\$50	+\$100

2. Conference Rooms

Four Conference Rooms are located on the first floor of the Library and are meant for small groups up to 20 people. These rooms can be reserved and are intended for public use by community organizations needing a space for organizational, educational, and other meetings.

3. Study Rooms

The Library has three smaller study rooms on the first floor meant for small groups up to five. These rooms are not reservable and are meant to serve students, tutors, and others needing a small space to collaborate.

Room Capacities:

Room Name	Minimum Attendees	Maximum Seated Occupancy
Program Room A & B	75	150
Program Room A	40	100
Program Room B	20	40
Tech Conference Room	3	15
Conference Room (large)	3	20
Conference Rooms (2 smaller rooms)	3	7
Study Room (not reservable)	1	5

II. POLICY

1. Guidelines and General Rules for all Library Meeting Rooms

- A. To use a Program or Conference room, a person must sign up in advance and agree to abide by this policy, as well as all other applicable laws, regulations, and policies.

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- B. Priority for use of meeting room spaces will be given in the following order:
 - 1. Waukesha Public Library
 - 2. Secondary preference is given to the City of Waukesha, Waukesha County, and other government departments and agencies, elected officials acting in the capacity of their elected position, and educational institutions
 - 3. Waukesha Public Library partner organizations with a written agreement
 - 4. Nonprofit organizations, community groups/individuals, community interest
 - 5. For Profit business/organizations
- C. The following are prohibited uses of Meeting Rooms:
 - 1. Use that involves the sale, advertising, solicitation (including the solicitation of donations and gifts), and/or promotion of products and services, with the exception of self-authored books and original music that is ancillary made available for sale by the author or creator.
 - 2. Personal, company and family parties.
 - 3. Use that requires a fee of any kind, including entrance fees or participation fees, except for library fundraising activities and for fees associated with participating in City-sponsored functions.
 - 4. Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
 - 5. Use that involves illegal activity and/or activity that may pose a safety risk to persons or property, including any activity that may trigger a smoke alarm or sprinkler system.
 - 6. Any other use that the Library reasonably believes will violate the purpose of this policy.
 - 7. Any purpose which, in the opinion of the Library Director and/or the Library Board, interferes with the normal use of the library, or which represents a threat to the health or safety of library customers.
- D. Meeting Rooms must be left in an orderly condition after their use. Users agree to accept responsibility for all damage caused to the room and/or equipment in the room.
- E. Groups using Meeting Rooms are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attending

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a meeting. Membership dues and voluntary incidental donations (such as, but not limited to, coffee money or the recovery of photocopy costs) may be collected.

- F. If library staff must provide more than reasonable cleanup, a fee may be charged to the individual who signed up for the use of the room pursuant to paragraph 1.a above. The total fee amount will depend on the actual cost of cleaning and/or repair. Any person or group using library meeting rooms hereby agrees to indemnify and hold harmless the Waukesha Public Library from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Waukesha Public Library for any and all costs for repair of 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 the damage, the matter may be referred to the City Attorney for legal action.
- G. Any fee charged must be paid in full before the individual may reserve or use a meeting or study room again.
- H. Damages in rooms may result in users being prohibited from use in the future.
- I. Temporarily or permanently attaching items to the walls of Meeting Rooms is prohibited. Users may use library-provided dry-erase markers on Conference and Program Room whiteboards and attach paper to these boards using magnets.
- J. Food may be served with Library permission. No alcohol may be served.
- K. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library regulations.
- L. Library staff must always have free access to meeting rooms and no entry or exit door may be locked or barred.
- M. The Library reserves the right to take photographs of events for its own records and for future promotional materials.
- N. The Library does not advocate or endorse the viewpoints of meetings or meeting room users, and meeting room users must not publicize their event in any manner that implies that it is sponsored, co-sponsored, endorsed or approved by the Library unless permission to do so has been given in advance by the Library Director and/or Library Board of Trustees. All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state who is sponsoring the meeting and that the meeting is **not** sponsored by the Waukesha Public Library. Meeting Room applicants may not use the name, address, or

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telephone number of the Waukesha Public Library as the address or headquarters of any group using the library for meetings.

- O. A group composed of minors (under eighteen years of age) must have an adult chaperone attend the meeting, except in the case of use of Study Rooms. This chaperone must sign the Program Room application form.
- P. Any audiovisual presentation must comply with current copyright laws.
- Q. The Carnegie Room, Makerspace and Children's Program Room are not available for public reservations. Kitchen is not available for public use.
- R. Each application will be reviewed, and the contact person will receive confirmation by e-mail. Meeting Rooms will not be considered scheduled until confirmation is sent
- S. Unforeseen circumstances may prevent use of a previously reserved room. The Library reserves the right to cancel a reservation in these situations. A full refund of all fees will be provided for cancelations initiated by the Library.
- T. The Library Board requires that any group utilizing the Meeting Rooms comply with the provisions of the Americans with Disabilities Act (ADA). For questions relating to ADA compliance, contact the Community Engagement Manager at 262-524-3695 or the Public Service Manager at 262-524-3903.
- U. In the event a person or organization fails to comply with this policy, or any other applicable law, regulation or policy, they may be removed from the Library and may be denied the right to use the Library's meeting rooms in the future, in addition to any other applicable penalties and charges.

2. Program Room Rules

Program Room A, Program Room B, and Program Room A/B are located on the first floor of the Library and are available for use by groups for the presentation of informational, educational, or recreational meetings and programs.

- A. Program Room reservations must be held during regular library hours, Monday through Saturday. The Program Room is not available for public use on Sundays. Program Rooms must be vacated 15 minutes before the Library closes.
- B. Program Rooms are intended for larger groups, and therefore a minimum attendance will be required. Meeting rooms are not intended for one-on-one discussions, study, or tutoring (see study room information below).

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- C. No single group may reserve a Program Room more than twice per month. Exceptions are library sponsored and co-sponsored activities, library system sponsored programs, and events offered by the City.
- D. The Program Room must be reserved at least two weeks and up to 60 days in advance through the online meeting room booking system. The Library must approve any use of the Program Rooms.
- E. Groups should notify the Library of cancellations as soon as possible to make the room available to other groups. Cancellations may be made through the online reservation system or by calling the Library. A full refund of all fees will be provided only if the reservation is cancelled at least one (1) day prior to the meeting date.
- F. An authorized member of the group requesting the use of the meeting room will be required to sign and electronically submit a "Program Room Request Form" which provides information regarding the program. The person submitting the form must attend the meeting.
- G. All reservation fees must be submitted online at the time the application is submitted. Reservations will not be approved until payment is received by the Library.
- H. Groups requesting the use of the audiovisual equipment in the Program Rooms must have prior approval from Library staff. A staff person will be available to assist with the use of equipment.

3. Conference Room Rules

The Library has four conference rooms on the first floor that may be used by the public.

- A. No single group may reserve a Conference Room more than twice per month. Exceptions are library sponsored and co-sponsored activities, library system sponsored programs, and events offered by the City.
- B. The Conference Rooms must be reserved at least 24 hours and up to 60 days in advance through the online meeting room booking system. The Library must approve any use of the Conference Rooms.
- C. An authorized member of the group requesting the use of the meeting room will be required to sign and electronically submit a "Conference Room Request Form"

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which provides information regarding the program. The person submitting the form must attend the meeting.

- D. Rooms may be reserved for up to 4 hours.
- E. Groups using the conference rooms must comply with room capacity requirements listed above.
- F. If a room is not reserved, walk-ins are welcome.
- G. Reservations will be held for 15 minutes.

4. Study Room Rules

The Library provides three study rooms for individuals and small groups to meet and work quietly.

- A. These rooms are reserved at the Service Desk. Individuals and small groups may request a study room when they are available on a first-come, first-served basis.
- B. Rooms may be used for up to two (2) hours. Extensions may be granted if no one is waiting to use the room.
- C. Rooms accommodate a maximum of five people.

5. Guidelines for Partnerships and Collaborations

The Waukesha Public Library recognizes that our own resources and the resources of other organizations and agencies can be effectively leveraged to benefit our community. Combining resources between organizations ensures a broader reach to share services, programs, and information with community members. Library partnerships are established when:

- Collaboration is mutually beneficial to all parties and offers advantages to all involved.
- Initiatives are community focused and serve the interest of Waukesha residents.
- Resources are shared between the Library and external parties, such as time, space, or expertise.
- All individuals and organizations adhere to Library policies and the Library's code of conduct.

Use of the Library's meeting rooms is not contingent upon a partnership agreement or collaboration. Not every collaboration meets the criteria for the Library to enter into a

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partnership agreement. Partnership agreements must be beneficial to all parties. Partnerships should further the Library's goals in one or more of the following ways:

1. Advance the Library's mission, vision, and strategic plan.
2. Increase Library visibility and identity in the community.
3. Support regular Library services and programs.
4. Enhance or create new ways to respond to annual Library goals or identified community needs.

The Library welcomes individuals and organizations who wish to collaborate through a partnership. For questions relating to partnerships and collaborations, contact the Community Engagement Manager at 262-524-3695 or the Public Service Manager at 262-524-3903. A Memorandum of Understanding (MOU) may be required before a partnership is approved.

Appeals and/or comments can be made to the Library Board in writing. Address such communications to:

Waukesha Public Library Board of Trustees, 321 Wisconsin Ave., Waukesha, WI 53186