

Meeting Room Usage	Issued: May 2009 Revised January 2010 Revised May 2015 Revised November 2015
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Town Hall Library's McBroom Community Room was designed to provide appropriate space for Library meetings and programs and to support and promote the Library's mission of providing free and easy access to informational, recreational, and educational materials. When it is not needed for library activities, it may be used by Waukesha County-based groups. The room may not be used by organizations for commercial purposes, for private social events, or for any illegal activities. Use of the meeting room does not constitute an endorsement of the views of the user of the room by the Town Hall Library.

Application For Use

Applications will be handled on a first-come, first-serve basis.

One completed application form for each date must be submitted to the Circulation Desk in person or by mail. The application must be signed by an authorized representative of the group, who resides in Waukesha County, and who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages to facilities.

Each application will be reviewed and the contact person will receive written confirmation by fax, email, mail, in-person or by phone. The meeting room will not be considered scheduled until confirmation is sent.

Applications must be submitted at least seven (7) days (not to include Saturday or Sunday) prior to the meeting date, in order to allow sufficient time to process the application and notify the contact person.

Applications will be accepted no earlier than two months before the desired meeting date. For example, for a meeting to be held on April 10, the earliest date an application may be submitted is February 10.

Although telephone applications will not be accepted, the library staff can provide information regarding the availability of the room over the telephone. The room will only be reserved when a room reservation application form is received and approved.

The use of the room by an organization is limited to one meeting per month. A parent organization and its sub-groups will be considered as separate entities if they clearly identify themselves as such.

Hours

Meetings may be scheduled for hours that the library is open, Monday through Saturday. Meetings must adjourn at least 15 minutes before the library closes. No meeting room access is available on Sundays or outside scheduled library hours.

Equipment

The equipment needed must be requested on the application form, and it is the responsibility of the user to make sure equipment is compatible and viable prior to use.

Capacity and Facilities

Maximum room capacity is 48 persons. Chairs and tables are available for groups to set up to meet their individual needs. Town Hall Library does not assume responsibility for setting up the room. When the meeting is concluded, the room must be cleaned up and all furniture returned to its original position.

Kitchen facilities with a sink, small refrigerator, and coffee pots are available; however, supplies are not provided. Each organization is required to clean all areas used and reset room. Responsible parties will be billed for any extra cleaning required as a result of food or beverages in the room.

Additional Information

Library use of the Community Room is first priority. Town Hall Library reserves the right to deny a reservation if the room is needed for library use. If the library cancels a reservation by the general public, we will attempt to find an alternate location in the library for the meeting. All uses other than by Town Hall Library will be granted on a first come, first served basis.

GUIDELINES FOR ELIGIBILITY

Meeting rooms are available for non-profit community, civic, cultural, educational organizations whose members are primarily from Town of Merton/North Lake and nearby communities – including local governmental agencies, organizations and elected officials.

Although civic organizations, including political organizations, may be eligible to use a meeting room, political rallies or electioneering are not allowed.

The person representing the non-profit community civic, cultural, educational or governmental organization in the application process must

- be at least 18 years of age
- be a resident of the Town of Merton, or a Town Hall Public Library cardholder, or a representative of a non-profit community, civic, cultural, governmental or educational organization whose members are primarily from nearby communities.
- sign an agreement to be responsible for the use of the room.

Meeting rooms/library spaces are not available for commercial use, social gatherings, private events or fund-raising activities. Events sponsored by the Town of Merton or the Town Hall Library are the exception.

A return engagement by a group or sub-group that has abused or damaged the facility in its earlier use or has violated any of the regulations set forth in this policy will not be approved.

All meetings must be free and open to the public.

The Library Director makes the final decisions regarding eligibility.

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

Town Hall Library Board of Trustees
PO Box 158
North Lake, WI 53064

Regulations

Organizations that wish to continue to use library facilities must abide by the following regulations:

- All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state the meeting is not sponsored by the Town Hall Library.
- Displays, posters, and literature connected with a meeting may not be placed anywhere in the Library except in the Community Room while the meeting is taking place. With the permission of the library staff, a flyer advertising the meeting may be placed on a bulletin board.
- Each organization will be admitted to and must vacate the room at the times outlined on the reservation application form and in conjunction with library hours.
- Groups using the meeting room are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attending a meeting. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected.
- The use of the name, address, or telephone number of the Town Hall Library as the address or headquarters of any group using the library for meetings is prohibited.

- Beverages and light snacks are permitted if prior approval is obtained. Approval will be noted on your approved reservation application form. It is the responsibility of the meeting room user to provide snacks, beverages, and all supplies needed to prepare and serve them. Beverages served are limited to coffee, tea, or water unless special approval is granted. Alcohol or malt beverages are not permitted except for specifically approved library functions.
- Smoking, vaping and the use of tobacco products are not permitted.
- A group composed of minors (under eighteen years of age) must have one adult chaperone per ten minors attending the meeting. An adult chaperone must also sign and submit the meeting room application form.
- Displays may not be affixed directly to the walls of the meeting room without prior consent. Library fixtures may not be removed from the walls.
- Meeting room users are responsible for carrying their own supplies and for operating the equipment they use. The library does not provide porter service to transport supplies to or from meetings rooms, nor does it provide staff to operate equipment in meetings.
- The library reserves the right to limit or prohibit any use of the meeting room which represents a threat to the health or safety of library customers or to the orderly use of the library.
- For and in consideration of the use of the meeting room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Town Hall 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 Town Hall 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 will be referred to the Town Attorney for legal action.

There is no telephone service in the meeting room unless pre-approved by Director. Library staff is not available to accept calls or relay messages except in emergency situations.

The library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available.

Library staff may attend or observe any meeting or program at any time.