



MCBROOM ROOM APPLICATION NOTES YOU SHOULD KNOW

The 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 or for private social events. The room may not be used 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 library.

- + Applications will be handled on a first-come, first-serve basis. Library use of the Community Room is the first priority.
- + One completed form for each reservation date must be submitted to the Circulation Desk.
- + Applications must be submitted seven days prior to the meeting date, but no earlier than 2 months.
- + The use of the room by an organization is limited to one meeting per month.
- + The McBroom Community Room is available during regular library hours, Monday through Saturday. Meetings must adjourn at least 15 minutes before the library closes.
- + Room capacity is 50 persons.
- + Chairs and tables are available for groups to use to meet their needs. The library staff is not available for setting up the room.
- + Kitchen area – sink, small refrigerator, coffee pot/carafes – are available; however, supplies are not provided. Each organization is required to clean the kitchen area.
- + Beverages and light snacks should be limited to coffee, tea, and other non-alcoholic drinks.
- + No smoking
- + One adult chaperone per ten minors (under age 18) is required.

A complete copy of the Meeting Room Usage is available on our website or at the Circulation Desk.

Questions can be referred to the Library Director.

Appeals and/or comments can be made to the Library Board in writing.