

|  |                                |                             |
|--|--------------------------------|-----------------------------|
| <b>Town Hall Library<br/>Policy Manual</b> | <b>Library<br/>Space Usage</b> | <b>Approved: March 2025</b> |
|--|--------------------------------|-----------------------------|

**Children’s Area**

The Children’s area of the library is specifically designed to meet the needs of children from birth to Twelve years old. Adults not accompanying a child may only use the Children’s area when it is necessary to use the resources specific to the Children’s area. The library reserves the right to determine who can be in and remain in the Children’s area of the library. Only adults accompanying a child are permitted to use the restrooms located in the Children’s area. For the safety and security of the children in our community, adults who are not accompanying a child will be asked to leave this area.

**Young Adult Area**

The Young Adult/Teen area of the library is specifically designed to meet the needs of children from 12 to 18 years old. Adults not accompanying a teen may only use this area when it is necessary to use the resources specific to the Teens area. The library reserves the right to determine who can be in and remain in this area of the library. Only adults who are accompanying a child are permitted to use the restrooms located in the Children’s area. For the safety and security of the children in our community, adults who are not accompanying a child will be asked to leave this area.

**Makerspace Area**

Makerspace area is in the lower level of the library in the children’s area. People of all ages are encouraged to participate in makerspace programs and activities with some restrictions for adults. Adults who are accompanying their children are welcome to use this space without any restrictions. Adults who are not accompanying any children but would like to use Makerspace for a specific project, are required to register with the librarian for activities and programs held in Makerspace area.

**Public Internet Computers**

There are several public internet computers available in the library for all ages. Children’s area provides public internet computers for children’s needs, and these computers are available to children of all ages in the lower level of the library. Adults accompanying children can use these computers in the lower level if they are available.

Public Internet Computers for Adults are located on the main level, all adults 18 years and older are encouraged to use the computers in the adult department for their needs.

|   |  |   |
|---|--|---|
| <p style="text-align: center;"><b>Town Hall Library<br/>Policy Manual</b></p> | <p style="text-align: center;"><b>Meeting Room<br/>Usage</b></p> | <p><b>Issued: May 2009</b><br/> <b>Revised: January 2010</b><br/> <b>Revised: May 2015</b><br/> <b>Revised: November 2015</b><br/> <b>Reviewed: February 2021</b></p> |
|---|--|---|

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 damage 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, 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 when 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.

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 people. 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 rooms. Responsible parties will be billed for any extra cleaning required because of food or beverages in the room.

## **Additional Information**

Library use of the Community Room is 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 request 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 out 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 harm and hold harmless the Town Hall Library from 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 all costs for repair of 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 by the Town Attorney for legal action.

There is no telephone service in the meeting room unless pre-approved by Director. Library staff are 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.