

## **Community Rooms and Conference Rooms/Meeting Spaces, Public Use of**

*The primary purpose of the library's meeting spaces is for library activities and programs and as such, library programs take precedence over all other use of the spaces.*

In support of community activities and in its role as an anchor institution in the neighborhood, the Milwaukee Public Library (MPL) makes its meeting spaces available for use by the public when not in use by the library. Designated Community Rooms and Conference Rooms throughout the library system may be reserved by the public subject to the criteria outlined in this policy.

Contingent on availability, rooms may be reserved up to three months in advance of a date. Same-day walk-in use will be granted on a first-come, first-served basis. Library programs, activities, and events are given priority over all other room uses; in extenuating circumstances, the library reserves the right to preempt any previously scheduled event for MPL use. All meeting spaces have established minimum and maximum limits to ensure patron safety and best utilize library design (see [Meeting Spaces Approval Threshold](#)). Failure to comply with library policy may result in the denial of subsequent requests for meeting room use.

Meeting Spaces throughout the library system include:

### **Community Rooms**

Community Rooms are defined as MPL's larger spaces that hold 50 people or more and where setup can be altered. Community Rooms are available for use by organizations including non-profits, community and neighborhood groups, and organizations for the public good, educational and cultural institutions, benevolent organizations, and government agencies. For-profit agencies may use the space, but not for the purpose of sales or solicitations. A minimum number of attendees is required. Community 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 and open to the public. Anyone requesting admittance to the program must be allowed to attend free of charge.

Meetings: Meetings with a restricted invitation list may be held in library community Rooms. Examples include board or administrative meetings, organizational meetings, planning meetings, book clubs, and neighborhood watch group gatherings.

### **Conference/Study Rooms**

Conference Rooms are MPL's smaller spaces with fixed setups that provide a quiet, semi-private setting. Conference Rooms may also be used by organizations for meetings as defined above. Additionally, they may be used by adult individuals (age 18 and over) for meetings and for purposeful research, work, and/or study. These Rooms are not suitable for public programs, and meetings do not have to be open to the public. Maximum room capacities will be enforced. Examples include a staff meeting for an organization or a free tutoring session.

## Community Rooms and Conference Rooms/Meeting Spaces, Public Use of

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### Prohibited Uses

- Money-making or commercial activities including monetary solicitation. The use of the meeting spaces shall not result in financial gain to the community room user or the organization. No profit can be earned from an event held at the library.
- Programs or meetings where an admission fee is charged or raffle held; or those where donations, collections, or fees of any kind are taken.
- Activities involving the sale, advertising, or promotion of products or services or programs, including compilation of mailing lists for any type of future solicitation.
- Social functions or personal/family activities including family reunions, showers, birthday, or other celebrations.
- Entertainment or recreational purposes.
- Unlawful activity.

### Parameters

Rooms may be used during library open hours. No one can be admitted to a building before open hours and the meeting or program must terminate and everyone must be out of the building 15 minutes prior to close. To ensure equitable access to meeting spaces, room use is limited to five (5) hours per use, and up to a collective maximum of twelve (12) times per calendar year. The capacity of the room may not be exceeded, and the library reserves the right to move a meeting to an alternate space based on number of attendees. The room must be attended at all times. The applicant must be present during the entire use of the space, should be the last person to leave, and should advise library staff when they vacate the room. The applicant is responsible for relaying usage requirements to all attendees. Children and young people in the group must be adequately supervised by adults at all times. There must be at least one (1) adult present for every fifteen (15) minors. No group, organization, or individual may use the address of any MPL location as a permanent or mailing address.

Reservations will be held for 45 minutes, at which time the space will be released for others to use. Failure to arrive for scheduled reservations multiple times may result in the denial of subsequent requests for meeting room use.

Meeting space users may not post signs, banners, flags, or other displays on the walls or exterior of the library. Exits and doorways may not be covered and must remain unobstructed for fire safety. If there are blinds in the room, these must be kept open.

No advance deliveries will be accepted by the library for meetings or programs. Materials may not be stored at the library before or after a room use. The library will not be responsible for any equipment or items left in the rooms.

Permission to use a space does not imply library endorsement of the views, aims, policies, or activities of any group or organization. Permission to use a space is revocable and does not constitute a lease.

### Conduct

Applicant is solely and fully responsible for the space and all of its contents, and for any and all loss/damage to the building, furniture, or equipment, including laptops, projectors, and other A-V equipment.

## **Community Rooms and Conference Rooms/Meeting Spaces, Public Use of**

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The applicant must manage the orderly behavior of all attendees, and the Library Code of Conduct must be observed at all times. Use of the meeting spaces may not be disruptive of the programs and activities of the library, nor may it create a public safety hazard. Noise level is subject to regulation by staff. Smoking is not permitted.

In the event of misconduct, library staff may immediately terminate the event/meeting and clear the premises.

### **Setup, Cleanup, and Equipment**

Tables and chairs are available in all rooms for use by groups. Groups assume full responsibility for arranging their own Community Rooms and all spaces must be left in good order. Following the room use, the group must clean and restore the room to its original condition and setup arrangement. If additional custodial assistance is required to clean or repair the facility after the room use, the group will be billed a minimum of \$50 plus any actual cost of any damages.

Central's Krikelas Conference Room offers a laptop, LCD projector, DVD player, and television. LCD projectors are available in all branch library and Central Library Community Rooms. Laptop computers can be checked out for use inside the community room for patrons who have a laptop agreement on file. Library telephones and telephone jacks are for staff use only.

If utilizing laptop computers during a space use, users must work within MPL's computer environment. Users agree to comply with the library's Computer Use Policy and Laptop Agreement, including returning the laptop to staff one half (½) hour before closing. At the Central Library, laptops must be returned to the Periodicals Service Desk. The library is not able to provide computer instruction or technical assistance for equipment.

Light refreshments may be served by the group. Members of the group are responsible for bringing all serving equipment, napkins, cups, and other supplies needed for the refreshments. The group is further responsible for all food setup and cleanup. Alcoholic beverages are not permitted.

### **Other Requirements**

All groups must comply with the Americans with Disabilities Act (ADA). Groups using the library's spaces must agree to meet ADA requirements and to provide requested accommodations for meetings or programs. The agreement to provide accommodations is to be included in the publicity or notices for each meeting or program as stated below.

Groups are responsible for producing their own notices or publicity for their event. Notices of meetings, flyers, news releases or any other promotional materials describing an event must include the correct library name and address. The library may not be identified as a co-sponsor of a program or meeting. Publicity must also include the following two statements:

- *Permission to use a library space does not imply library endorsement of the aims, views, policies, or activities of any group or organization.*
- *Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. For more information or to request accommodations, contact us at (your telephone, address, email and/or other contact information).*

For programs, the contact person's name and contact information will be given to anyone who would like more information about the event.

## **Community Rooms and Conference Rooms/Meeting Spaces, Public Use of**

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The library may impose additional reasonable conditions for the use of its spaces to ensure that public or private property is not damaged through use of its facilities, and to ensure that the comfort, convenience, safety or welfare of the public is not disturbed. The library, at its discretion, may require a space user to provide adequate security services and/or insurance. A representative of the library may enter a room and attend any program or meeting held in library facilities.

Any departure from these policies may be made only with written authorization of the Milwaukee Public Library Director or designee. Based on space usage patterns, policies may be revised without notice.

## Meeting Spaces Approval Threshold

### Community Rooms

Location	Minimum Attendees	Maximum Seated Occupancy*
Atkinson	5	50
Bay View	1	80
Capitol	9	60
Center Street	10	80
Central	10	80
East	10	85
Forest Home	7	50
Martin Luther King	10	49
Mill Road	1	80
Tippecanoe	9	80
Villard Square	9	85
Washington Park	10	90
Zablocki	7	80

### Conference Rooms

Location	Seated Occupancy
Atkinson	4
Capitol	8
Center Street	12
Central – Conference Room 2A	14
Central – Conference Room 2B	16
East – Small Study Room (116)	5
East – Large Study Room (115)	10
Forest Home	6
Martin Luther King	12
Tippecanoe	8
Villard Square – Small Study Room	4
Villard Square – Large Study Room	8
Washington Park	10
Zablocki	6

\*See [Meeting Spaces – Setups and Seating Capacities](#) for number of available chairs and tables.