



## **MEETING ROOM POLICY and PROCEDURES FOR APPLICATION**

The primary purpose of the meeting rooms is to enable the library to extend its own programs to the New Berlin community. As a further service, the library offers the use of its meeting rooms, when available, to qualifying groups. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library sponsored programs and events.

Meeting room use requires an application, which will be reviewed and approved by the Library Office Coordinator and may require approval from the Library Director. Meetings may be scheduled only during the hours the Library is open. Groups may reserve the meeting room(s) **a maximum of 12 times within a calendar year**, with an option for six additional reservations, based on availability. Applications are considered on a first-come, first-served basis and no group shall have exclusive rights to library facilities.

To reserve a room, an online application must be submitted **a minimum of 5 business days** (Monday-Friday) prior to the meeting date to allow sufficient time for review and processing. Application is available on the Library's website: [newberlinlibrary.org](http://newberlinlibrary.org)

**The New Berlin Public Library does not advocate or endorse the viewpoints of meetings or meeting room users.** Informational flyers, advertisements, or any other publications issued by the group must explicitly state: **"The New Berlin Public Library and its Board of Trustees do not endorse or sponsor this event."**

Use of facilities must be in compliance with Library policies and all Federal, State and local laws; ADA, safety standards, and building-code requirements. To meet eligibility, the library, at its discretion, may require groups to provide proof of insurance, residency and/or tax exemption.

### **Prohibited Uses**

- All users of library facilities are prohibited from engaging in activities on library property which would be in violation of Federal, State, County or City statutes, rules or ordinances. This would include but not be limited to promoting or engaging in seditious activities.
- Commercial or money-making activities, with the exception of approved Library programs. The use of the meeting rooms shall not result in financial gain to the room user or organization. Admission charges, merchandise sales, or the solicitation of donations are not allowed.
- Activities involving the promotions, advertising, or sale of services, programs, or products.
- The collection or compilation of mailing or contact lists for any type of future solicitation.
- Activities that would interfere with other library functions.
- Animals, except those designated as service animals by ADA, are not permitted in the Library. Service animals do not include emotional support animals. Programs sponsored by the Bridges Library System are exempt.

In the event a question is raised as to the objectives and activities of any organization requesting the use of the Library spaces, the Library Board of Trustees, at their next regularly scheduled meeting, shall be the final authority in granting or refusing permission for the use of the room.

### **Step 1: Do you qualify?**

#### **Eligible Groups:**

- Waukesha County, non-profit:** Individuals, organizations, clubs, or groups must be based in Waukesha County. No fees required for room use.
- Waukesha County, for-profit:** Individuals, organizations (including condo and/or homeowner associations) or businesses based in Waukesha County. Meetings are held for internal conferences, staff training, or evaluation sessions. *(These meetings are closed to the public and/or potential customers.* **Fees:** Community Room, \$50; Other rooms, \$25.
- Outside Waukesha County, non-profit:** Individuals, organizations, clubs, or groups based outside Waukesha County who serve Waukesha County residents. No fees required for room use.
- New Berlin Residents:** Residents of New Berlin may hold social functions that follow the guidelines of this policy. These functions may take place during the Library's operating hours and are limited to a maximum of four hours, to include room set-up and take-down. **Fees:** Community Room, \$100; Heritage Center Meeting Room, \$50.

## Step 2: Application

All applications must be completed in full, signed and submitted by the authorized adult representative of the group who will also be attending the meeting. Applicant must be at least 18 years of age to reserve a meeting room and accept responsibility for the conduct of the meeting and for any damages incurred. Children and young adults are encouraged to use the meeting rooms but only with the supervision of one or more adults at least 18 years of age.

## Step 3: Fee Payment (if applicable)

The Library accepts cash or check made out to: *New Berlin Public Library*. Room and Equipment payment must be made at time of application if submitted in person, or within 5 business days by mail. If the application is not approved, payment will be returned. If a meeting is cancelled, the fee will be refunded only if cancellation is made at least 2 weeks prior to the scheduled event.

**Equipment & Cleaning Fees:** Should groups require the use of projection equipment, microphones or cables in the meeting space(s), there is a \$10 service fee. Non-Profit applicants are exempt from this fee.

Items may not be hung on or posted to windows, walls or doors. We ask that trash and recyclables be taken to the Library's outdoor garbage area to the rear of the building and that users vacuum the floor as necessary. Any spills should be reported immediately to the front desk. Should there be any additional cleaning required after a meeting by our custodial staff, a cleaning fee shall be assessed to the applicant holder.

## Step 4: Approval

Once the application status has been determined, the applicant will be contacted by email unless otherwise noted. This is generally done within 5 business days by the Library Office Coordinator.

## Step 5: General information for Room Use

- The [Library's Code of Conduct](#) is enforced for all meeting room users and visitors. The Library retains the right to attend all meetings, programs and events conducted on the premises.
- Upon arrival and again at completion of your meeting, check-in or check-out at the following locations:  
**Community and Heritage Room use** – Front Circulation Desk
- **Marion Onesti Board Room use** – Adult Services Reference Desk
- Your meeting must start and end at the times requested on your application. **All meetings must end, with the room reset at least 15 minutes prior to the library closing time. An additional fee of \$50 will be charged, if the room isn't vacated on time.**
- Chairs and tables must be cleaned and 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.
- Chairs and tables must be cleaned and returned to the standard configuration. Food and non-alcoholic beverages are allowed in meeting rooms.
- If a projector or microphone has been requested on your application, a set-up time to test equipment must be arranged with the Library Office Coordinator by calling 262-754-1816 or by emailing [roomreservations@newberlinlibrary.org](mailto:roomreservations@newberlinlibrary.org) at least one week prior to the meeting date. **There is no technical support available during your meeting.**
- Two cancellations or failure to keep meeting reservations may result in denial of use for future meetings.
- In the event of severe weather, the library retains the right to cancel or limit the time a group or organization has reserved for meeting room use. If possible, the library will attempt to contact the applicant in advance of severe weather cancellations.
- Any group or individual who is refused permission to use the meeting room(s) or who has other objections may appeal to the Library Board of Trustees by filing out the Meeting Room Appeal form and submitting it to the Library Director. The Library Board will hear the appeal at its next regularly scheduled meeting.

*We do hereby waive any claim demand action or cause of action which we may have against the City of New Berlin and the New Berlin Public Library arising from the use of meeting space within the library, including but not limited to claims for personal injury or property damage. We do hereby further agree to indemnify and hold harmless the City of New Berlin and the New Berlin Public Library its officers, employees and assigns (the Parties Released) as and against any and all claims, demands, actions, expenses, costs or causes of action including actual attorney fees arising from our use of the New Berlin public library. This indemnification shall include but not be limited to claims for personal injury or property damage by the participants in our use of New Berlin Public Library facilities. The aforesaid indemnity shall not extend to actions caused solely by the gross negligence or intentional conduct of the Parties Released. Library property is under video surveillance as defined in Wis. Stat. § 942.08.*