

Brookfield Public Library

Meeting Room Policy

Adopted: 1/27/1993

Revised: 2/20/2001, 4/28/2004, 5/24/2006, 5/28/2008, 10/26/16

Meeting Rooms

The building of the Brookfield Public Library includes the following rooms available for meetings.

Room	Location	Capacity	Facilities & Equipment
1. Meeting Room	Lower Level	31 persons	Three movable tables, movable seating, movie screen, lectern, flip chart
2. Conference Room	Lower Level	16 persons	Long conference table with 10 cushioned chairs
3. Storytime Room	Main Level	30 persons	<i>By special arrangement only</i>

Who May Use the Meeting Rooms

The primary use of the meeting rooms is for the work of the Library staff in accommodation of Library classes and events. When time and circumstances permit, the Meeting Room and the Conference Room become available for use by other Brookfield groups and organizations according to the following priorities:

Meetings for Library staff and meetings of the Board of Trustees and its Committees;
Classes and events sponsored by the Library;
Meetings of the committees or organizations in which Library staff are involved;
Meetings of the Friends of the Library;
Meetings of the Village of Brookfield and other local governmental agencies;
Meetings of non-profit community groups and organizations whose purposes are educational, cultural, and civic;
Staff meetings and workshops for local commercial / for-profit organizations;
Other meetings.

The Storytime Room is available to said Brookfield groups and organizations only by special arrangement with the Library Director.

Open Access

All meetings must be open to the general public except for closed sessions of governmental bodies in accordance with the Open Meetings Act. As a general rule, no fees may be charged. Non-profit organizations, however, may ask for donations to defray expenses.

Groups are required to comply with the Americans with Disabilities Act and must providing qualified interpreters or auxiliary aids for their programs, when requested.

Endorsement

The use of meeting rooms by groups does not constitute an endorsement of these groups or their programs by the Library, its staff, or it's Board of Trustees. Publicity announcing meetings in the Library should in no way imply sponsorship by the Brookfield Public Library.

Restrictions

Meeting rooms may not be used for the following:

1. Social functions (parties, showers, receptions, etc.);
2. Fundraising;
3. Political candidates may not use the Library meeting rooms. However, general meetings on political topics and forums discussing opposing viewpoints may be held;
4. Religious worship. Religious education and discussion is acceptable;
5. Gambling activities

Scheduling Reservations

Applications for use of either the Meeting Room or the Conference Room should be made on the form provided and returned to the department of Circulation Services or via the Library's website. Reservations may be made no more than four months in advance. Groups will be booked in order of priority and then by the date the application is filed. Additional meetings for any group can be scheduled 7 days in advance of the additional meeting date if space is available. The Library Director will resolve any conflict that may arise in the booking of a room.

An organization or group must designate one person to assume legal responsibility for its activities in the Library, and this person will sign the reservation form.

Schedule of Fees

Local non-profits, governmental bodies, and service organizations: a deposit of \$15.00 for a reservation. The Library will refund the deposit if the room and its furnishings are left undamaged and in an orderly fashion.

Commercial / For-Profit Organizations: \$90 (flat fee).

Room Use by Minors

Groups composed of persons under the age of 18 may use the rooms with adult supervision. The group's supervisor signs the reservation form. There must be one adult supervisor per ten minors; supervisors shall remain with the group for the duration of the meeting.

Cancellations

The Library reserves the right to cancel any reservation due to unforeseen circumstances. The Library may also cancel a group's reservation if policies for use of the meeting rooms are violated.

When it is necessary for a group to cancel a meeting, the Library should be notified 24 hours in advance. Under unusual circumstances, such as severe weather, it may not be possible to cancel 24 hours in advance, but the Library should be notified of any situation which requires cancellation of a scheduled meeting.

Refreshments / Kitchen Use

Light refreshments may be served. The group sponsoring the meeting is responsible for providing all necessary utensils, paper goods, small appliances (i.e., coffee pots), etc., and is responsible for cleaning up after their meeting. The kitchen microwave is available for group use.

Set Up / Clean Up

Groups may rearrange furniture in the meeting room but must return it to its original location before leaving. The Library will not be responsible for special set ups. Furnishings may not be borrowed from other areas of the Library.

Any group using the meeting room is responsible for keeping the room clean. If the group does not leave the room in a neat and orderly fashion, the group will receive notice that a recurrence will result in the cancellation of all future meetings. A custodial fee, if necessary, will be assessed.

Electrical units within the Library may not be modified nor may lights be strung without discussing the matter with the Library Director.

Additional Regulations

Meetings may only be scheduled on days, and during the times, the Library is open. All meetings must terminate before the Library closes so that the doors may be locked at the Library's regular closing time.

Meetings that interfere with the work of the Library because of noise, hazardous materials, or other factors will not be allowed.

The Village of Brookfield Friends of the Library is the only group that may use the Library as its official address. Any other mail so received shall be returned to the sender marked addressee unknown.

In general, only Library-sponsored group meetings are allowed to schedule more than one meeting per week.

No smoking or alcoholic beverages are permitted in the building.

The Village of Brookfield Friends of the Library is the only group allowed to store items at the Library.

Groups using the meeting rooms should not leave children unsupervised in the Library.

Under no circumstances will a group be given a key to the Library nor to any room in the Library. When the group representative arrives for the meeting, that individual should report to the Circulation Desk and a staff member will unlock the door to the reserved meeting room.

Any group or organization using the meeting rooms must indemnify and hold harmless the Brookfield Public Library and/or its staff and Board of Trustees for any accidents resulting from negligence by the group or any member of the group.

Organizations will be held responsible for damage to the Library building, grounds or equipment.