



MEETING AND STUDY ROOMS POLICY

Exceptions to any part of this policy may be considered by the Library Director.

A. PURPOSE

The Whitewater Public Library (“Library”) provides meeting rooms to further the Library’s mission in the community by providing public spaces available for use by groups for civic, cultural and educational purposes. When not needed by the employees of the Library, meeting spaces are available to those who meet the eligibility criteria.

The Library’s use of meeting rooms is the first priority. The Library reserves the right to cancel a public reservation if the room is needed for that purpose. This right will not be exercised except in emergency situations and requires the approval of the Library Director.

The Library’s Inappropriate Behavior Policy is enforced for all meeting room users and visitors. The Library retains the right to attend or monitor all meetings, programs, and events conducted on the premises.

The Library Board subscribes to the tenets of the [Library Bill of Rights](#), which states in part: “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Use of the meeting rooms does not constitute an endorsement of the views of the user(s) of the room by the Library. Unless sponsored or co-sponsored by the Library, all advertisements, announcements, press releases, fliers, and any other meeting-related promotional material must clearly state who is sponsoring the meeting, and must explicitly state, “The Whitewater Public Library does not endorse or sponsor this event.” The use of the name, address, or telephone number of the Library as the address or headquarters of any group is prohibited.

The Library partners with organizations to sponsor or co-sponsor programs and events open to the public. See the Library’s Partnership Policy.

B. HOURS OF MEETING AND FEES

The Library's meeting and study rooms are available during Library hours.

Meeting Room users may stay past closing time with prior permission from the Library Director or the Director's designee. Requests may be made to the Library Director in writing at least seven (7) days in advance. Users leaving after the Library has closed must make sure the building is cleared of people (including checking the bathrooms), arm the security system, and close the exterior doors securely.

Meetings must start and end at the times requested on the application. Each group will be admitted to and must vacate the meeting room at the scheduled time. Study rooms may be reserved in two-hour increments.

Meeting Room Fees:

Non-profit: Individuals, organizations, clubs, or groups. No fees required for room use.

For-profit: Individuals, organizations, or businesses may use meeting rooms for staff training, educational seminars, or team-building activities that are closed to the public and/or potential customers.

Fees: Meeting Room Combined, \$30 per hour.

Meeting Room 1, \$15 per hour.

Meeting Room 2, \$15 per hour.

The Library accepts cash or check made out to: City of Whitewater. Any applicable fees are due before each meeting takes place.

Cleaning Fees: Should there be any additional cleaning required after a meeting, a cleaning fee shall be assessed to the applicant. Any spills that are unable to be cleaned up by the group should be immediately reported to the Library's front desk.

C. EQUIPMENT AVAILABILITY AND SET-UP

Groups shall be responsible for any advance preparations including setting up and putting away furnishings used for the group's meeting. Chairs and tables must be cleaned and returned to the standard configuration. The standard configuration for the Meeting Rooms are:

Meeting Room 1: Tables and chairs in closet.

Meeting Room 2: Boardroom type setup with 8 tables arranged in a rectangle with 16 chairs.

Items may not be hung on or posted to windows, walls or doors. Materials may not be stored at the Library before or after a room use.

Groups are welcome to test the audiovisual (AV) equipment in advance. Contact the Library to make an appointment at least one week prior to the meeting date. Technical support may not be available during meetings.

MEETING ROOMS:

Meeting Room Combined includes:

- Refrigerator, stove, **microwave**, and sink
- Kitchen and serving facilities for light refreshments; but not plates, cups, utensils, glasses, napkins, or other serving items
- 2 projectors and screens with HDMI hookups (cable included, you must provide your own adapter if needed)
- Lectern
- **2 handheld wireless microphones and 2 tabletop microphones**
- Hearing Loop
- 30 tables
- 60 chairs

There is a maximum occupancy of 278 in the Meeting Room Combined (standing room only).

Meeting Room 1 includes:

- 1 projector and screen with HDMI hookups (cable included, you must provide your own adapter if needed)
- Lectern
- **1 handheld wireless microphone and 1 tabletop microphone**
- Hearing Loop
- 22 tables
- 44 chairs

There is a maximum occupancy of 179 in Meeting Room 1 (standing room only).

Meeting Room 2 includes:

- Refrigerator, stove, **microwave**, and sink
- Kitchen and serving facilities for light refreshments; but not plates, cups, utensils, glasses, napkins, or other serving items
- 1 projector and screen with HDMI hookups (cable included, you must provide your own adapter if needed)
- Meeting OWL videoconference camera
- **1 handheld wireless microphone and 1 tabletop microphone**
- Hearing Loop
- 8 tables
- 16 chairs
- Additional chairs and tables may be requested, if available.

There is a maximum occupancy of 99 in Meeting Room 2 (standing room only).

STUDY ROOMS:

Study Rooms 1 and 2 include:

- Flat screen TV with HDMI hookups (you must provide your own cable/adapter)
- Whiteboard (you must provide your own Expo markers and erase all marks when finished)
- 1 table
- 4 chairs

There is a maximum occupancy of 10 in both Study Room 1 and Study Room 2 (standing room only).

Study Room 3 includes:

- 1 table
- 4 chairs

There is a maximum occupancy of 6 in Study Room 3 (standing room only).

Study Room 4 is not reservable. It is available on a first come, first serve basis. It includes:

- 1 table
- 2 chairs

There is a maximum occupancy of 4 in Study Room 4 (standing room only).

D. DISPLAYS AND EXHIBITS IN MEETING ROOMS

Displays and exhibits are subject to the same exclusions as the meeting rooms. Requests may be made to the Library Director in writing at least seven (7) days in advance. The sponsoring organization must agree to set up and take down any exhibits and displays.

- During the exhibit and display period, groups will continue to use the meeting room(s). The Library takes no responsibility for the supervision and security of the exhibits or displays.
- Displays and exhibits will be limited to a three (3) week period, but extensions may be granted by the Library Director if there are no other requests for the space.

E. RESERVATIONS

Individuals or groups desiring to use the meeting or study rooms must submit an online room reservation request **a minimum of three business days in advance**. The application is available on the Library's website: whitewaterlibrary.org. Library staff may assist with room reservation requests in person, via phone, or via email.

Reservations may not be scheduled more than six (6) months in advance. In order to make the meeting and study spaces as accessible to as many people as possible, repeated uses by any particular group may be limited. An exception may be granted by the Library Director.

F. APPLICATION PROCEDURE

Applications for the use of the meeting and study room(s) must be made for the use by the individual who wishes to use a room or by an authorized representative of a group who wishes to use a room. Applicants must be at least 18 years of age **to use the meeting rooms and at least 14 years of age to use the study rooms**.

Upon receipt of an application, a Library staff member will accept the application and confirm the booking if the meeting purpose falls within the meeting room policy and proper supervision is assured. Any applicable fees are due before each meeting takes place.

If there is an application which the policy does not cover, the application will be referred to the Director for approval.

G. CHILDREN'S GROUPS

Children's groups may use the meeting room(s) provided an adult sponsor makes the application, and provided that the meeting is supervised by adult sponsors, unless permission is obtained from the Library Director.

H. OTHER REGULATIONS

- Alcoholic beverages, use of tobacco products, and candles/open flames are not permitted.
- Programs may not disrupt the use of the Library by others. Any group that is disruptive or disorderly will be asked to leave.
- Use of facilities must be in compliance with Library policies and all Federal, State, and local laws; ADA, safety standards, and building-code requirements.
- The group is responsible for clean-up of areas of the building it has used. Groups must provide their own cleaning supplies.
- Library property is under video surveillance in accordance with Wis. Stat. §942.08.

I. AGREEMENT BY USER

In consideration for the use of the meeting and study room(s), each user agrees that:

- It will pay for all damage to any property of the Whitewater Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
- It will hold harmless the City of Whitewater and the Whitewater Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting, exhibit, or display.

It is understood that the City of Whitewater and the Whitewater Public Library assume no responsibility whatsoever for any property placed in the Library in connection with a meeting, exhibit, or display; and that the City of Whitewater and Whitewater Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

J. EXCLUSIONS

- Activities/programs charging admission for attendance. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the Library, or payment of fees for non-credit education courses conducted by established educational institutions or organizations. In either case, permission must be obtained from the Library Director.
- Activities which result in financial gain for the room user, group, or organization. This includes, but is not limited to, fundraising, money-making events, selling merchandise, soliciting donations, or the promotion, advertising, or selling of services, programs, or products. Exceptions include the Whitewater City Market, Friends of the Library events, and Library-sponsored events. Other exceptions are at the discretion of the Library Director.
- Personal or family purposes that would not be appropriate in the rest of the Library; e.g. birthday parties.
- Group activities involving more than normal wear and tear on the meeting room.
- A return use by a group that has abused the facilities or regulations in an earlier use of the meeting room.

K. APPEALS

If any individual or group believes that they have been denied use of the Library's meeting rooms without just cause, the individual or group may appeal the decision to the Library Board at their next regular meeting. The Library Board's decision will be final.