

GREENDALE PUBLIC LIBRARY – PATRON POLICY MANUAL
CLC Community Meeting Room

POLICY

The purpose of the CLC Community Meeting Room is to support and extend the services of the Greendale Community Learning Center (CLC). The room is also available for public programs sponsored by Greendale Resident-affiliated organizations and groups. Restrictions are in place to ensure the facility is available to the greatest extent possible to the widest audience while maintaining priority for Greendale-based government and resident users.

Permission to use the CLC meeting room does not imply Village endorsement of the views, aims, policies or activities of any individual or organization.

I. ALLOWABLE USES AND PRIORITIES

Use of the meeting room is limited to the following organizations, with priority in scheduling as follows:

- A. Village of Greendale governmental activities
- B. The Greendale Public Library
- C. The Greendale Health Department
- D. The Greendale Park and Recreation Department
- E. Greendale non-profit civic organizations
- F. Other Greendale community organizations and groups
- G. Organizations or groups affiliated with a Greendale Resident as Applicant

II. The following uses are NOT allowed:

- A. Individual private social functions including, but not limited to showers, birthday parties, and dances.
- B. Individuals, businesses, and similar for-profit organizations promoting, soliciting or selling products or services.
- C. Sale, advertising or promotion of products or services. NOTE: Performers or speakers at Library-sponsored events may sell merchandise related to the event.
- D. School functions including, but not limited to ice cream socials, dances, etc. Informational sessions for school related groups are permitted but must be open to the public.
- E. Interference with the Library's operation by causing excessive noise, a safety or health hazard, or security risk.
- F. A return engagement by an Applicant or Organization that has previously violated these or other Library Policies.

III. RESTRICTIONS ON USE

- A. The meeting room is available Monday through Saturday, from Library opening until 15 minutes prior to Library close.
- B. All meetings will be open to the public, unless a properly posted closed meeting is being held under the provisions of State of Wisconsin law.
- C. The Applicant must maintain the 57 persons maximum room capacity limitations when conducting a meeting.

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- D. Use of the meeting room must follow Library Code of Conduct and not interfere with normal operations of the CLC including noise levels.
- E. No alcoholic beverages may be consumed in the CLC without the prior approval of the Village Manager.
- F. Applicants must not use the library's telephone number or address as a contact number for their group or meeting.
- G. There will be no storage space in the meeting room.
- H. Applicants may not post items on wall surfaces. All posted items must be removed at the conclusion of the meeting.
- I. The CLC will not provide consumable supplies.
- J. No admission or registration fees are allowed with the exception for the activities sponsored by the Greendale Public Library, Greendale Health Department, Greendale Park and Recreation Department and nonprofit, nonsectarian, nonpartisan civic organizations whose purpose is to promote the betterment of the community. Exception is also made for paid registration fees necessary to cover expenses for institutes, courses or discussion groups with which the library or health department is cooperating.

IV. LIBRARY-SUPPLIED EQUIPMENT

- A. Certain media equipment may be available to use with the understanding that library staff must be informed in advance using the meeting room application. Any training needed to use the equipment must be completed prior to the meeting date at a mutually agreed time between the Applicant and library staff. Staff are not available to set-up, operate, or repair any equipment during the time of the group's meeting.
- B. Applicants using the kitchen facility will be required to clean up after themselves and restore order. All dishes and equipment used must be cleaned and returned to its proper place.
- C. Applicants may not use any items designated as staff property and may not use the lavatory in the staff break room.

V. VIOLATIONS

- A. Authorization to use library facilities may be revoked by the Library Director upon violation of any policy, rule or procedure. Any fees/deposits will not be refunded.
- B. Failure to show for a reservation within 30 minutes of the meeting start may cause the library to cancel the reservation and allow another use of the room. Any fees/deposits will not be refunded.
- C. Failure to use a meeting room reservation without notifying the library of the cancellation at least 24 hours prior to the scheduled use on two or more occasions may result in cancellation or refusal to schedule any future reservations for that organization for up to a six-month period. Any fees/deposits will not be refunded.
- D. Applicants and organizations refused the use of the meeting room, or persons or organizations whose privileges to use the meeting room have been revoked, shall be informed of the right to appeal in writing to the Village Manager.

PROCEDURE

VI. APPLICATION

Applications for reserving the meeting room are available at the library or on the library's website.

- A. The application must be submitted by a Greendale resident of legal age who will accept responsibility for the meeting and will attend the meeting ('Applicant').
- B. Applicants and/or organizations are limited to 12 reservations in a calendar year.
- C. Applications will be valid for one calendar year.
- D. Applications must be submitted at least 7 business days prior to the meeting date.
- E. **Meeting Reservations may only be made up to 90 days in advance of the meeting date.** This ensures priority access for Village government users and reasonable opportunity for access equity by non-government Applicants and organizations.
- F. Once an application is on file for the calendar year, Applicants should contact the library to make further reservations within the calendar year, again only up to 90 days in advance of the desired meeting date.
 - 1. NOTE! Monthly reoccurring meetings on a regular day of the month and time of day cannot be guaranteed. This should be considered when reserving the CLC meeting room as the regular meeting location for an organization.
- G. Confirmation of all reservations will be made within seven business days of receipt of the application.
- H. The application form will request the following information from potential users:
 - 1. Name, address and telephone number of a Greendale resident of legal age who will accept responsibility for the meeting (Applicant).
 - 2. Name of organization with which the Applicant is affiliated
 - 3. Purpose of meeting
 - 4. Estimated attendance
 - 5. Day, date, starting time, and ending time for meeting
 - 6. Potential need for meeting room equipment
 - 7. Kitchen
 - 8. Media equipment

VII. SECURITY DEPOSIT/FEE

A security deposit of \$50 will be required at the time of application. The security deposit is waived for Village government and School District.

- A. The deposit will be valid for a calendar year. Deposits may be retrieved from the Library service desk the business day following the meeting, by request of the Applicant, providing all the requirements of the meeting room policy are met.
- B. Deposit returns not requested by the close of the calendar year will be destroyed (check) or collected as Donation revenue (cash).
- C. A security deposit, or part of it, will not be returned for the following reasons:

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1. Failure to return the meeting room to the condition as stated in this policy.
2. Failure to clean the kitchen facility and equipment and supplies used.
3. Damage to meeting room furniture, equipment, or facilities.
4. Failure to vacate the facility at the time specified in this policy.

VIII. RESERVATION and CANCELLATION

- A. The Library staff will schedule use of the meeting room. The Library Director reserves the right to:
 1. approve, deny or revoke the use of the meeting room based on non-compatibility with the meeting room policy.
 2. reschedule any meeting that conflicts with a priority meeting of the Library, Health Department, Park and Recreation Department or Village of Greendale.
 3. change the location of the meeting within the building.
- A. The Village Manager will review any appeals made regarding decisions of the Library Director.
- B. The Library Director must be notified 24 hours prior to any cancellation of a reservation for the meeting room (except when postponed by inclement weather). The meeting room will not be available when the building is closed for inclement weather or other emergency reasons.

IX. SET UP AND BREAK DOWN

- A. The Applicant will be required to set up and break down the table and chairs needed for their meeting. The meeting room must be restored according to the diagram posted on the meeting room.

X. OPENING/CLOSING PROCEDURES

- A. The Room will be unlocked only for the Applicant or Designee listed on the Application Form, and no more than 30 minutes prior to the scheduled meeting time.
- B. Applicant must return the Check Out Form to the Library Service Desk at the end of the meeting. Staff will inspect the room before the next use to ensure all requirements were followed.