

**Mukwonago Community Library**  
**Public Space Usage Policy**  
**Approved 21 December 2017**

**USE OF LIBRARY PUBLIC SPACES**

The Mukwonago Community Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission, the library makes several public spaces available for public uses which support and further our mission.

Public use of library rooms is subject to availability and compliance with the terms of this policy. When the public spaces are not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting their use.

Public spaces are to be used for general information, educational, cultural, and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The public spaces are intended to host organized meetings and are not available for party-type functions.

Approval to use the public spaces does not constitute endorsement by the Mukwonago Community Library, or by MCL staff, of the groups or individuals or their beliefs. Meetings and events held in the library are not sponsored by the Mukwonago Community Library, unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by the Library Director or his/her designee prior to scheduling of the meeting room. Unless sponsored or co-sponsored by the library, publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the library and must contain the statement, **“This program is neither sponsored, co-sponsored, nor endorsed by the Mukwonago Community Library.”** A sample of the literature may be required prior to distribution for approval by the Library Director or her/his designee.

This policy does not apply to use of spaces by the Mukwonago Community Library or programs sponsored or co-sponsored by the library

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## **I. GUIDELINES FOR USE OF ALL LIBRARY SPACES**

1. The primary purpose of the Library's public spaces is to enable the Library to extend its own programs to the Mukwonago community. The Library reserves the right to cancel a reservation if a room is needed for that purpose. Whenever possible, a forty-eight hour notice will be given. This right will not be exercised except in emergency situations.
2. When a public space is not needed for Library activities, it may be available for use by both non-profit and for-profit groups, subject to the policies and fees established by the Mukwonago Community Library Board of Trustees.
3. 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."
4. In light of the special relationship that the library shares with other village departments, the library reserves the right to make special accommodations for their needs.
5. Non-profit groups may use the public spaces for the purpose of educational, cultural, recreational, social, service and civic activities. For profit agencies may use the public spaces for staff, educational, training or team-building seminars and activities for a nominal fee. Library facilities may not be used for commercial demonstrations or for sales promotion of products or services.
6. The fact that a group is permitted to meet at the Library does not, in any way, constitute an endorsement of the group's policies or beliefs. The use of the name, address, or telephone number of the Mukwonago Community Library as the address or headquarters of any group, other than a Friends Group, is prohibited.
7. In the event a question is raised as to the objectives and activities of any organization requesting the use of the public spaces, the Library Board of Trustees shall be the final authority in granting or refusing permission for the use of the room.
8. The public spaces may not be used for any purpose which, in the opinion of the Library Director and/or the Library Board of Trustees, may interfere with the normal operation and use of the Library.
9. The public spaces may not be used by a group that has abused the facility in its earlier use or has violated any of the regulations set forth in this policy.
10. Groups intending to use the public spaces must conform to the capacity limitations of the respective area they are reserving.

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11. Requests for use of the public spaces must be made on an application form, available at the Library's Circulation Desk. Groups of young people under eighteen years of age must have the application signed by a sponsoring adult who must be present for the entirety of the meeting.
12. Request for the use of the public spaces should be made well in advance of the meeting date to allow for better chances of approval.
13. In the event of disputes or conflicts arising from the use or intended use of the public spaces, the decision of the librarian in charge will be final.
14. Reservations may begin any time after the Library is open. The room must be vacated 15 minutes prior to the library closing time. A member of the Library staff must secure the space after a meeting. The Library Director or her/his designee may observe any meeting or program at any time.
15. Each organization is required to leave the space in order after use. Tables and chairs must be returned to their original locations.
16. Smoking and the use of e-cigarettes is prohibited in all areas of the Library building.
17. Only non-alcoholic beverages with lids may be consumed in the library. Snacks and light meals are permitted **only** in the Library Community Room and the 100 Acre Hideout. A food/beverage clean-up fee and deposit must be paid in advance (please see the Fee Structure in the relevant room sections below).
18. Displays may not be affixed directly to the walls of the public spaces. Library fixtures may not be removed from the walls. Items may not be removed from the display cases.
19. For and in consideration of the use of the Library facilities, any group using same hereby agrees to indemnify and hold harmless the Mukwonago Community Library from any and all actions, suits, relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the rooms and /or facilities by such use thereof. If any organization refuses to pay for the damage, the matter will be referred to the Village Attorney for legal action.
20. The Library Board of Trustees expects that any group utilizing the public spaces will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

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21. Library users agree to abide by the following code of conduct.

All conduct that materially disrupts the use of the library facilities, collections, or services, or is defined as unacceptable in this library's environment is prohibited.

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## II. LIBRARY COMMUNITY ROOM

**Location: Off Entrance Foyer**

**Room Configuration: 12 tables and 120 chairs available. Can be partitioned. Kitchen facility (no stove)**

**Room Capacity: 120 (seated) for full room, 75 (seated) for medium partition room, 20 (seated) in each of 2 small partitioned rooms**

### **Availability and Use:**

1. The Library can provide a microphone, screen, LCD projector, sound system and laptop computer. Users who wish to borrow this equipment must request it on the meeting room application.

Damage to any Library equipment will be billed to the person/organization responsible for the reservation, including repair/replacement.

The Library staff will connect all electronic equipment

2. The Library cannot be responsible for personal equipment, supplies, materials or personal items used or left in the building.
3. Only non-alcoholic beverages with lids may be consumed in the library. Snacks and light meals are permitted only in the Library Community Room and the 100 Acre Hideout. A food clean-up fee and deposit must be paid in advance (please see the **Fee Structure** section below).

Each organization is responsible for providing their own supplies and for set-up and removal of the same. Any extra cleaning required as a result of having snacks and light meals in the Library Community Room will be deducted from the deposit. Costs beyond the deposit amount will be billed to the sponsoring organization.

### **Fee Structure**

There is a \$15 food clean up fee if snacks/light meals are to be served. **Additional charges may be assessed for staff time associated with your event that exceeds routine clean up and maintenance.**

An additional \$100 deposit is required on reservations that include light meal service. This deposit will be returned after the meeting, minus any costs associated with clean up or maintenance of the meeting room.

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For profit agencies may use the Library's meeting rooms for staff educational, training or team-building seminars and activities. The following fees apply:

The (full) Library Community Room is defined as the entirety of the room with no partitions (120 seated participants): \$100 fee.

The Library Community Room can be divided with partition walls into a medium room (75 seated participants): \$75 fee and two small rooms (20 seated participants each): \$25 fee.

All fees must be paid in advance. Checks should be made payable to the Village of Mukwonago.

### **III. HISTORY ROOM (when used as a conference room)**

**Location: Adult area, north side of building**

**Room Configuration: Fixed – table with chairs**

**Room Capacity: 14 (seated)**

#### **Availability and Use:**

1. The Library can provide a screen, LCD projector, and laptop computer. Users who wish to borrow this equipment must request it on the meeting room application.

Damage to any Library equipment will be billed to the person/organization responsible for the reservation, including repair/replacement.

The Library staff will connect all electronic equipment

2. The Library cannot be responsible for personal equipment, supplies, materials or personal items used or left in the building.
3. Beverages with lids are permitted in the History Room. Food is NOT allowed.

#### **Fee Structure**

For profit agencies may use the Library's meeting rooms for staff educational, training or team-building seminars and activities.

History Room (14 seated participants): \$25 fee.

All fees must be paid in advance. Checks should be made payable to the Village of Mukwonago.

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#### **IV. STUDY ROOMS**

**Location: Adult area, north side of the building**

**Room Configuration: 2 rooms. 1 table, 4 chairs (each room)**

**Room Capacity: 4**

**Availability and Use:**

1. Study rooms 1 & 2 are provided for quiet study for no more than 1-4 individuals.
2. Study rooms may be used on a first-come, first served basis. They may be used up to 2 hours, but users may continue use if there is no demand. The library will NOT maintain a reserve list. Although the library does not take reservations, exceptions will be made when a librarian must proctor an exam or special circumstances require a discretionary decision from the Reference Librarian.
3. Users must register and sign-out at the Adult Reference Desk. Users under the age of 18 must provide a library card or photo ID. In the event that 2-4 users under 18 years of age wish to utilize a study room, at least one individual in the group must provide a library card or photo ID and sign-in. The library card/ID will be held at the reference desk during the duration of time the study room is in use and will be returned upon sign-out and inspection of the room.
4. A whiteboard is available; dry markers may be requested at the Reference Desk. Patrons with current library cards in good standing may also checkout laptops for use in the study rooms.
5. Beverages with lids are permitted in the study rooms. Food is NOT allowed. Users of the rooms are responsible for leaving the rooms in a neat and orderly condition. Any activity that is disruptive to other library users is prohibited. Failure to comply with the policy may result in the denial of future use.
6. The study rooms must be vacated 10 minutes before library closing time.
7. The library is not responsible for unattended belongings or loss or damage to personal items.

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**V. HISTORY ROOM (when used as a Study Room)**

**Location: Adult area, north side of building**

**Room Configuration: Fixed – table with chairs**

**Room Capacity: 4**

**Availability and Use:**

1. In the event that both study rooms are in use, Reference staff may allow use of the History Room as a study room. The following conditions are to be applied:
2. Reference staff must check the calendars to determine whether the room is booked for another group.
3. Study Room Policy is enforced under these circumstances-- with the following exception:

At least one user **MUST** be 18 years of age and provide a library card or photo ID. **NO EXCEPTIONS!** This user must sign-in & assume responsibility for the use of the room.

4. **NO MORE** than 1-4 people may use the room

More than 4 people constitute a formal request to reserve the room via the Administrative Office. This process requires the completion of the Meeting Room application and the appropriate policies apply. Refer these request to the Administrative Office.

5. If study rooms are available but 1 – 4 individuals require a larger working area, the Reference Librarian may make a discretionary decision and allow use of the History Room.
6. Beverages with lids are permitted in the History Room. Food is **NOT** allowed.

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## **Revision History**

- 15 December 2016:** Consolidation of previously approved Meeting Room, History/Conference Room and Study Room policies into single Public Space Usage Policy.
- “History/Conference Room” changed to “History Room” throughout policy.
- Paragraph 14 of “Guidelines for Use of All Library Spaces” revised to require only a Library staff member to secure the space and to eliminate Library or Village Trustee responsibility for securing the building.
- Repetition of fees, etc.in various parts of policy eliminated for clarity.
- 21 December 2017** Section 1, Paragraph 5 “(please see below)” removed. Missing reference.
- Section 1, Paragraph 14 revised to read “The Library Director or her/his designee may observe any meeting or program at any time”
- Section III removed. Space no longer exists. Moved to MetaSpace Policy

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