

**Mukwonago Community Library**  
**Public Space Usage Policy**  
**Approved April 13, 2023 - Last reviewed April 13, 2023**

The purpose of this policy is to enumerate and provide rules for the various spaces available on Library property. The Mukwonago Community Library (the “Library”) values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. The Library makes many spaces available for public use which support and further our mission, vision, and values.

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**I. General Rules for All Library Spaces**

The primary purpose of the Library’s public spaces is to enable the Library to fulfill its mission and provide safe spaces for all ages to read, create, study, connect, and learn.

- A. Library users and staff must follow all state, federal, and local laws as well as all Library policies, rules, and procedures when on Library property.
- B. Use of Library spaces may not disrupt the use of the Library by others. Refer to the Public Behavior Policy for guidance on acceptable and unacceptable behavior. Any individual, group, or organization that is disruptive, disorderly, or prevents others from using the Library’s collections and/or services will be asked to leave and can be refused use of Library spaces in the future.
- C. Interior Library spaces are only available to the public during Library business hours. No Library users will be allowed inside the Library building before opening time and all Library users must exit the Library building before closing time.
- D. The Library provides and maintains ADA accessible doors, walkways, bathrooms, and other accommodations to ensure all Library users can fully access the Library facilities. Nothing shall block walkways, doors, or access to facilities.

- E. Library property is under video surveillance in accordance with Wis. Stat. § 942.08.
- F. The Library staff may observe any meeting, program, or use of any Library space at any time.
- G. The Library reserves the right to make special accommodations for the needs of the Village of Mukwonago and/or the Friends of the Library.
- H. Library spaces and equipment may not be used for commercial demonstrations, sales, promotion of products or services, or any other private business gains. Fund-raising and charitable contributions are allowed with permission of the Library Director.
- I. No outside food is allowed inside the Library building. Only non-alcoholic beverages in tightly covered containers are allowed. Library staff may provide snacks during designated programs but will disclose this to participants before the program begins. When using the Community Room, a group or organization may request to bring in snacks or light meals. See Section III for more information.
- J. Smoking, e-cigarettes, tobacco products, and vapor products are prohibited on all Library property.
- K. The Library cannot be responsible for personal equipment, supplies, materials or personal items used or left in the building.
- L. Parent(s)/guardian(s) are responsible for the actions and choices of their children under the age of eighteen (18) while on Library property, whether the parent(s)/guardian(s) are present or not. This responsibility includes but is not limited to the choice and use of library materials by children; the use of library spaces with designated uses by children, including but not limited to the library grounds, the children's area, the teen area, and MetaSpace 511; and all internet usage by children.
- M. For and in consideration of the use of the Library spaces and facilities, any individual, group, or organization using same hereby agrees to indemnify and hold harmless the Mukwonago Community Library from any and all actions or suits relating to its use of such spaces 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 spaces and/or facilities

by such use thereof. If any individual, group, or organization refuses to pay for the damage, the matter will be referred to the Village Attorney for legal action.

## **II. Library Spaces with Designated Use**

The Library provides several areas to the public that have special uses. Each space has specific rules to ensure the safety and enjoyment of the intended users.

### **A. Library Grounds**

The Library provides a parking lot, grassy areas, and gardens for public use and enjoyment.

- i. Except when in violation of federal, state, or local laws, anyone is welcome to enjoy the Library grounds, even when the Library building is closed.
- ii. Free public wifi extends to the Library grounds and is available at all times.
- iii. Vehicles may not stay in the parking lot for more than twenty-four (24) hours. Authorities may be contacted if Library staff have concerns about a vehicle on Library property.
- iv. No one is allowed into the drainage ditches on the north and south side of the Library except for authorized maintenance personnel.

### **B. Children's Area**

The Children's Area is located on the south side of the Library building and is delineated by the bookshelves containing the children's collection. This area is intended for children ages zero (0) to twelve (12) to read, play, and enjoy with their parent(s)/guardian(s).

- i. Parent(s)/guardian(s) are responsible for their child's actions and choices and must supervise their child at all times in accordance with the Public Behavior Policy.
- ii. For the safety and security of the children in our community, adults who are not accompanied by a child will be asked to leave this area.
- iii. The play area is developmentally appropriate for ages zero (0) through eight (8).

### **C. Teen Area**

The Teen Area is located on the north side of the Library building and is delineated by the bookshelves containing the teen collection and the bold colored walls. This area is intended for tweens/teens ages twelve (12) to eighteen (18) to read, study, and enjoy.

- i. Teens are not required to have parent/guardian direct supervision, though parent(s)/guardian(s) may accompany their teen into the space.
- ii. For the safety and security of the teens in our community, adults who are not accompanied by a teen will be asked to leave this area.

#### D. MetaSpace 511

MetaSpace 511 (“five eleven”) is a makerspace for the whole community. It is intended to be a collaborative workspace for making, hands-on learning, and sharing that uses high-tech tools like advanced software and emerging technologies as well as low- to no-tech tools. The purpose is to provide a safe, enjoyable space to build community around all things making.

##### i. Physical Aspects of the Space

- a. Located on the south side of the Library Building in a self-contained room approximately 20’x40’. Maximum capacity is 30 people.
- b. Offers integrated hearing loop.
- c. Includes kitchen sink and adjustable tables and chairs.

##### ii. Usage

- a. All users must have a valid Café Library card.
- b. The MetaSpace is only available to use by appointment or during Library programs held in the space.
  1. Library programs – Special programs are frequently offered for the enjoyment and education of the community. These programs are free and will be advertised alongside all other Library programs with information about intended audience, duration, and expectations.
  2. Appointments – Library users may contact the MetaSpace to schedule a specific time to work with trained Library staff and/or use the equipment.
- c. Before using the equipment in the space, all users must sign a “MetaSpace 511 User Agreement” form indicating that they understand all policies, rules, and safety guidelines.
  1. Adult users eighteen (18) years of age and older may sign the User Agreement themselves.
  2. Minor users under the age of eighteen (18) must have a legal parent/guardian sign the User Agreement in person at the Library.
- d. Use of the MetaSpace tools and equipment is free. However, some equipment requires consumable materials that may need to be purchased. Please contact the MetaSpace to learn more.
- e. Library staff reserve the right to deny the use of tools, equipment, or consumable materials, or to halt, delete, or cancel the creation of items that violate any Library policy or law. Misuse or abuse of MetaSpace facilities may result in suspension of privileges.
- f. While we encourage small business owners and entrepreneurs to use the MetaSpace, the facilities are not intended for volume production, fund-raising, or commercial enterprises.

##### iii. Safety Requirements

- a. The MetaSpace has numerous pieces of equipment that, if mishandled or unsupervised, may cause bodily harm or property damage. The following rules are intended to ensure Library users and staff are safe in the space. Appropriately trained Library staff must always be available to supervise the space while in use.
- b. Minors under the age of eight (8) are not allowed in the space except for designated Library programs or at the discretion of the trained Library staff.
- c. Minors under the age of twelve (12) must be accompanied by a parent/guardian who must remain with and directly supervise the user while in the space, except for designated Library programs or at the discretion of the trained Library staff.
- d. All users must undergo an orientation with trained Library staff to learn about the MetaSpace’s unique facilities and equipment before they are allowed to use the space.

**III. Library Spaces Available for Reservation and Private Use**

The Library offers several spaces, listed in this section, that are available for reservation for private use. When a reservable Library 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.

**A. Rules for All Reservations and Private Use**

- i. 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.”
- ii. Public use of Library rooms is subject to availability and compliance with the terms of this policy.
- iii. Library spaces are to be used for informational, educational, cultural, and civic needs. No Library spaces will be used for party-type functions.
  - a. Individuals may use Library spaces for studying, collaboration, teleconferencing, and common interest groups.
  - b. Non-profit groups may use Library spaces for the purpose of educational, cultural, recreational, social, service, and civic activities.
  - c. For-profit agencies may use Library spaces for meetings, staff training, educational seminars, or team-building activities for a nominal fee.
- iv. Approval to use the Library space does not constitute endorsement by the Mukwonago Community Library, or by Library 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 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 their designee. 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.

- v. The Library reserves the right to cancel a reservation if a room is needed. Whenever possible, a forty-eight (48) hour notice will be given. This right will not be exercised except in emergency situations.
- vi. 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 shall be the final authority in granting or refusing permission for the use of the room.
- vii. Library 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.
- viii. Requests to reserve a Library space must be made in writing on an "Request for Room Reservation" application and submitted to the administrative office
  - a. The Application must be filled out by a responsible adult member representing the group or organization and who will be the primary contact responsible for supervision, incurred damages, and enforcing this policy. Groups of minors under the age of eighteen (18) must have the application signed by a sponsoring adult who must directly supervise the entirety of the meeting.
  - b. The Application must be on file before the group or organization is allowed to use the Library space. Any applicable fees are due before each meeting takes place. If requesting exemption from fees, proof of nonprofit status must be presented at that time.
  - c. No recurring meeting reservations will be allowed except for Library-sponsored or co-sponsored events. The primary contact must request each use individually with a new application form every time.
  - d. Request for the use of the Library spaces should be made well in advance of the meeting date to allow for better chances of approval. Reservations cannot be made more than three months (90 days) in advance.
  - e. Groups intending to use the Library spaces must conform to the capacity limitations of the respective room they are reserving.

- f. In the event of disputes or conflicts arising from the use or intended use of the public spaces, the decision of the staff member at the Info Desk will be final.
  - g. Reservations may begin any time after the Library building is open to the public. All rooms must be vacated fifteen (15) minutes prior to the Library closing time. A member of the Library staff must secure the space after use. Users only have use of the room for the time specified, which includes set-up and clean-up time.
  - h. All users are required to leave the space in order after use. Tables and chairs must be returned to their original locations. The room must be left in the same state it was as it was when the reservation began.
  - i. Displays may not be affixed directly to the walls of the Library spaces. Library fixtures may not be removed from the walls. Items may not be removed from the display cases.
  - j. The Library Board of Trustees expects that any group utilizing the Library spaces will comply with the provisions of the Americans with Disabilities Act (ADA) which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- ix. Some Library spaces have applicable fees. See the “viii. Fee Structure” section under each space for all fees associated with use of that space.
- a. There is no fee for groups from a school, government, or nonprofit organization. Proof of non-profit status may be requested. These may include, but are not limited to:
    - 1. Civic improvement and community groups and organizations
    - 2. Cultural, historical, and artistic groups and organizations
    - 3. Educational and literacy groups and organizations
    - 4. County and Village governments and programs
  - b. For-profit or private groups will be charged a fee. These may include, but are not limited to:
    - 1. Local businesses conducting a meeting
    - 2. Homeowners Associations or Condominium Associations conducting member meetings
    - 3. Individuals or businesses to conduct classes, workshops, or seminars

## B. Community Room

- i. Location: off entrance foyer
- ii. Room Configuration: 12 tables and 120 chairs available. Can be partitioned. Room includes projector with ability to cast Windows/iOs/Android to the screen, sound system, microphones, and hearing loop. Kitchen facility includes microwave, sink, and refrigerator.

Users who wish to borrow this equipment must request it when they complete the Application.

- iii. Room Capacity: 120 (seated) for full room, 75 (seated) for medium partition room, 20 (seated) in each of 2 small partitioned rooms
- iv. Groups may bring in snacks or light meals to the Community Room. A food clean-up fee and deposit must be paid in advance.
- v. Each group is responsible for providing their own supplies and for set-up and removal of the same.
- vi. Groups wishing to store items or supplies at the Library before/after the room reservation must obtain prior permission from the Library Director.
- vii. Damage to any Library facilities or costs beyond the deposit amount will be billed to the sponsoring organization or individual who filled out the Application.
- viii. Fee Structure for the Community Room:
  - a. For-profit or private groups fees for use:
    - 1. The (full) Library Community Room is defined as the entirety of the room with no partitions (120 seated participants): \$100 fee.
    - 2. 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.
  - b. 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.
  - c. 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 space.

### C. History Room

- i. Location: Adult area, north side of building
- ii. Room Configuration: Fixed – tables with chairs. Upon request, the Library can provide equipment to project video. Users who wish to borrow this equipment must request it when they complete the application form.
- iii. Room Capacity: 14 (seated)
- iv. Food is NOT allowed in the History Room. Covered beverages are allowed.
- v. Each group is responsible for providing their own supplies and for set-up and removal of the same.
- vi. Damage to any Library facilities will be billed to the sponsoring organization or individual who filled out the application form.



- vii. Library staff has discretion to allow use of the History Room as a Study Room. No more than four (4) people may use the room. More than four (4) people constitute a formal request to reserve the room and an application form must be filled out.
- viii. Fee Structure for the History Room:
  - a. For-profit or private groups: \$25 fee.

**D. Study Rooms**

- i. Location: Adult area, north side of the building
- ii. Room Configuration: 2 rooms. 1 table, 4 chairs (each room). A whiteboard and markers are available upon request.
- iii. Room Capacity: maximum of four (4) users in each room
- iv. Food is NOT allowed in the Study Rooms. Covered beverages are allowed.
- v. Study rooms are available on a first-come, first-served basis. Library staff have discretion to reserve the room for special circumstances.
- vi. Library staff may ask users to vacate the room after two (2) hours of use to allow others to use the space.
- vii. Users must request use of a Study Room at the Info Desk. All adults and any minors who are able to visit the Library unaccompanied are welcome to use the Study Rooms.
- viii. Fee Structure for the Study Rooms: none

**II. Staff Only Areas**

Several areas within the Library building are designated as “Staff Only.” These areas are off limits to Library users unless expressly permitted by authorized Library staff. These areas include:

- A. Behind the Circulation Desk, Info Desk, or Youth Services Desk
- B. Staff offices, staff workspaces, and staff bathroom
- C. Custodial and maintenance closets
- D. Library basement (except in a tornado emergency)
- E. Locked storage and display cabinets

Adopted by the Board of Trustees of the Mukwonago Community Library on April 13, 2023

**Revision History**

- December 15, 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.

- December 21, 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 511 Policy.
- November 15, 2018** Section I, Paragraph 17 and Section II, Paragraph 3 removed “100 Acre Hideout” as space no longer exists.
- August 12, 2021** Added clarifying section “II. Applicable Fees” to define nonprofit and for-profit organizations. Update “Fee Structure” and the room application process under “Guidelines for Use of All Library Spaces.”
- March 9, 2023** Merged “MetaSpace 511 Procedures” into Public Space Usage Policy. Added sections for “Library Spaces with Designated Use” and “Staff Only” Policy updated for clarity and consistency throughout. Reviewed by Village legal counsel.