



## The North Shore Library Community Room Policy

### The Community Room

*Capacity: 60 (seated), 100 (maximum)*

*Hours Available: During open hours until 15 minutes before closing*

The primary purpose of the North Shore Library Community Room (NSLCR) is for Library use, which includes the Library's own programs, programs sponsored or co-sponsored by the Library, and programs hosted by the Friends of the North Shore Library. When the NSLCR is not needed for Library programming it is available for use by local non-profit or for-profit groups/organizations, neighborhood groups/organizations, or by government agencies or officials.

- ◆ Library programs or Library-sponsored programs will take precedence over non-library programs.
- ◆ In case of scheduling conflicts, preference will be given to Bayside, Fox Point, Glendale, or River Hills non-profits, organizations, or groups.
- ◆ Groups or organizations meeting on a regular basis (e.g., once a month) shall do so with the understanding that, in the event that a Library-related meeting or event is scheduled at the same time, the Library will notify the contact person as soon as possible.
- ◆ The Library reserves the right to approve or deny any group's usage of the NSLCR.

The Library Board adopted the *American Library Association's 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." The North Shore Library does not advocate or endorse the viewpoints of NSLCR meetings or users.

#### Maximum Capacity:

- ◆ Seated capacity for the NSLCR is 60 people.
- ◆ Standing capacity for the NSLCR is 100 people.
- ◆ The standing capacity cannot be violated per fire code.

#### Frequency of Use:

- ◆ To ensure equitable access, groups and organizations may reserve the NSLCR no more than twice a month.

#### **Rules of Use**

- ◆ All users are subject to the Library's Rules of Conduct policy.
- ◆ Use of the NSLCR cannot interfere with the normal functions of the Library.
- ◆ All organizations/groups using the NSLCR will comply with federal, state, and local laws and regulations including, but not limited to, ADA (Americans with Disabilities Act) and anti-discrimination.
- ◆ Events involving the use of hazardous materials, such as highly flammable or toxic materials, are not permitted.
- ◆ Furniture may be moved but must be returned to the standard room set (see *Room Rental Fees* section below). Library staff is not responsible for setting up or taking down furniture used in the NSLCR.
- ◆ When using the NSLCR, groups may use the kitchen facilities, with the exception of the range and oven, to prepare light refreshments such as sandwiches, salad, etc., which involve no cooking.
- ◆ Nothing may not be taped, stapled, nailed, or glued or in any other way fastened to the walls, floor, ceiling, furniture, or fixtures.
- ◆ Items such as a projector, screen, record player, DVD player may be borrowed from the Share Shed if groups need equipment for meetings. Library equipment is not for public use. Library staff is not available to assist with equipment.
- ◆ No advance deliveries can be accepted for meetings. Also, materials cannot be stored at the Library before or after a meeting.
- ◆ DVDs for private home use only may not be used for public showings in the NSLCR.
- ◆ The user is responsible for any damage to the building, furniture, or equipment, and any extra cleaning that is required will be charged to the group or organization.
- ◆ The Library is not responsible for any equipment or items left in the NSLCR.
- ◆ Any application may be rejected and previously granted approval withdrawn for violation of these rules at the discretion of the Library Director.

#### The NSLCR May Not Be Used For:

- ◆ Fund-raising purposes; however, training and/or informal programs by recognized community agencies are permitted.
- ◆ Programs whose purpose is the sale, advertising, or promotion of products or services.
- ◆ Personal or family purposes, including private parties.
- ◆ A study hall or social area.



- ◆ A return engagement by a group or organization that has abused the facility or regulations in an earlier use of the NSLCR.
- ◆ Declared candidates for public office may not use the NSLCR for purposes of campaigning, town hall meetings, etc. within 60 days prior to the election, except under the auspices of a non-partisan candidates forum sponsored by a third party and in which all candidates are invited, and more than one candidate appears.

### **Reservation Process**

1. The application form and the Liability and Release Form can be printed from [HERE](#) or an application can be picked up at the Circulation Desk.
2. Meetings may be scheduled up to four months in advance.
3. Groups of youth under 18 years of age must have the application form signed by a sponsoring adult (18 or older), and there must be at least one adult for every 10 minors present during the entire meeting.
4. If anyone is found misrepresenting themselves or their group, they may be denied future access to the NSLCR upon determination of the Library Director.
5. Applications will be considered confirmed once the completed application form and the Liability and Release form have been received and the application has been approved by library management.

### Start and End Times for Meetings:

- ◆ **Groups must check in at the Circulation Desk before and after each meeting.**
- ◆ Meetings may begin anytime the Library is open to the public but must end and be vacated no later than 15 minutes prior to closing time.
- ◆ After use, the NSLCR must be returned to its original state.

### Clean Up of the NSLCR:

Clean up includes returning the room to the standard set up (as shown on the floor plan posted above the thermostat on the north wall) and disposal of meeting room materials, paper products, coffee grounds, etc. An assessment of the room will occur the next morning. If there is damage found to the room, or if it was not cleaned up properly, a \$50.00 fee will be charged. Failure to pay the fee will result in a permanent ban from Community Room use.

### Cancellations:

- ◆ The Library requires a 24-hour notice of meeting cancellation. Repeated cancellations or failure to keep appointments for meetings can be cause for denial of future meeting room requests.
- ◆ The Library may have to cancel a group's use of a meeting room due to unforeseen circumstances. When possible, the Library will try to give two (2) weeks' notice.

- ◆ In the event of inclement weather, check the Library's website, social media, or local news closure listings to verify if the Library is open.

#### Certificate of Insurance/Liability and Release Form:

1. All groups will be required to have a signed Liability and Release Form on file.
2. A certificate of insurance that includes the North Shore Library and the City of Glendale and the Villages of Bayside, Fox Point, and River Hills may be required.

#### Publicity:

1. All advertisements, announcements, press releases, signs, fliers, social media postings or other promotional material relating to a meeting **must clearly state the meeting is not sponsored by the North Shore Library.**
2. The Library's telephone number may not be listed on any public advertisement. The address of the Library may not be used as an address for any group using the NSLCR.

### **Room Rental Fees**

The NSLCR will be made available to non-profit organizations and groups and neighborhood groups without charge, if all four of the following conditions are met:

1. The meeting must be open to the general public except for the following:
  - a. Local business meetings or training sessions intended for company personnel are allowed
  - b. Government meetings that require going into closed session per Wisconsin State Statute
2. No admission fee shall be charged to attendees of the meeting/program
3. The meeting/program must be informational or educational in nature
4. No direct selling of goods or services shall be done

For-profit organizations, businesses or groups that do not meet the above criteria will be charged a fee of \$250.00 to use the NSLCR.

- ◆ All fees must accompany the completed application before a meeting can be scheduled.
- ◆ Fees will be returned if cancellation is received at least 24 hours before the scheduled meeting.

### **Group Classifications**

Below is a list of specific classifications for various designated groups, organizations, clubs, and individuals.

#### 501(c)3 or 509(a)1 Groups or Organizations

- ◆ 501(c)3 or 509(a)1 documentation shall be submitted with application.
- ◆ There is no fee for meetings in this classification as long as the meeting is open to the public. If the meeting is not open to the public, then the same fees apply as for-profit meetings. See for-profit classification for fees.
- ◆ Priority will be given to groups and organizations located in Milwaukee County.

#### Community Clubs and Organizations

- ◆ Meetings must be open to the public.
- ◆ There is no fee for meetings in this classification.
- ◆ Priority will be given to clubs and organizations located in Milwaukee County.

#### Government Organizations/Agencies and Government/Political Officials

- ◆ Meetings must be open to the public unless there are agendaized closed sessions as prescribed by the Wisconsin State Statutes.
- ◆ The purpose of the meeting cannot be for campaigning.
- ◆ Candidate forums are allowed as long as all candidates are invited to participate in the forum. Forums may still be held even if all candidates do not choose to attend.
- ◆ There is no fee for meetings in these classifications.
- ◆ Priority will be given to organizations, agencies, and officials located in Milwaukee County.

#### For-Profit Organizations, Businesses or Private Clubs/Associations (clubs and associations that have private memberships)

- ◆ Meetings may not be open to the public or to new customers.
- ◆ Meetings will be for internal business operations only (e.g., conferences, training, evaluations, strategic planning, or team building).
- ◆ The fee is \$250 per day. There are no reduced rates.
- ◆ Priority will be given to organizations, businesses, and clubs located in Milwaukee County.

### **Review and Appeal**

Any group or individual who is refused permission to use the NSLCR or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

**Approved by the North Shore Library Board**



August 16, 2023

A handwritten signature in cursive script, appearing to read "Margaret Zitzer".

Margaret Zitzer, Library Board President

A handwritten signature in cursive script, appearing to read "Rhonda K. Gould".

Rhonda K. Gould, Library Director