

Appendix H: Community Room Policy

The Library Community Room(s) and Board Room may be used by the following groups and in this order of priority:

- The Library Board
- The Library for library-sponsored activities (including the Friends of the Library volunteer organization)
- Village Committees and Departments to carry on functions relating to government and/or the health, education, safety, culture and general welfare of the citizens of the Village of Brown Deer
- Brown Deer community and school groups
- Local non-profit groups, with provision of tax-exemption documentation
- For-profit groups, and Individuals for personal use

Special events, other than those held by Brown Deer departments, requiring use of the room(s) for a full day or multiple days in a row requires one week advance notice and express permission authorized and approved by the Library Director.

The Library reserves the right to adjust and to rearrange Community Room schedules and assignments as the Library/Village requirements demand. The Library reserves the right to refuse a request when submitted less than 48 hours before its start time.

Patrons using the Community Room(s) and/or Board Room must comply with all the rules of behavior as set forth in the Patron Rules of Conduct policy. Persons engaged in unauthorized drinking, smoking, littering, engaging disruptive conversation or conduct, defacing Library or Village property, or acting inappropriately while using the space will be asked to leave the Library property immediately. The Library may deny groups future use of the room(s) based on past incident reports.

Spaces available

- Community Room A (Room B01A)
 - For meetings/events for 7-49 people.
 - A white board, projection screen, and a ceiling-mounted projector are available for use.
 - Has access to a galley kitchen.
 - Can be combined with Community Room B.
- Community Room B (Room B01B)
 - For meetings/events for 7-49 people.
 - A white board, projection screen, and a ceiling-mounted projector are available for use.
 - Has access to a galley kitchen.

Brown Deer Public Library - Policy Manual

- Can be combined with Community Room A.
- Adult Programming Room
 - For meetings/events up to 30 people.
 - Projection screen, a ceiling-mounted projector, and white board are available for use.

Groups permitted to use the room will be subject to the following rules:

- A completed Reservation Application and security deposit must be on file before an application will be considered.
- No admission fee may be charged nor may a collection be taken. Exceptions must be approved by the Library Director.
- All groups will be charged a fee for use of the room(s) according to the Library's Fines and Charges schedule in this Manual.
- Fund raising events are not allowed unless they are co-sponsored by the Library or the Village.
- Groups of young people under eighteen years of age must have the meeting room application completed by an adult, and two (2) adults must be present at the meeting.
- A responsible person from the group will alert the library staff to open the room(s) and must notify the library staff when the event is over so the room(s) can be locked.
- Groups are financially responsible for any damage, missing items, or cleaning beyond what is normally done.

Granting permission to use the Community Room(s) and/or Board Room does not constitute endorsement by the Library or Village of the group or its activities.

In order to establish the fact that the Village and the Library are not sponsoring the event, all publicity must include the following statement:

"Sponsored by the (insert name of organization booking the room)"

Fees

- Fees shall be charged to ALL groups using the Community Rooms and/or Board Room, with the following exceptions:
 - The Library Board
 - The Library for library-sponsored activities (including the Friends of the Library volunteer organization)
 - Village Committees and Departments to carry on functions relating to government and/or the health, education, safety, culture and general welfare of the citizens of the Village of Brown Deer
 - Brown Deer community and school groups

Community Room(s)

- For profit/personal use located in Brown Deer:
\$25 per hour, per room section

\$15 for use of kitchen

\$10 for use of A/V equipment

- For profit/personal use located outside Brown Deer:
 - \$35 per hour, per room section
 - \$15 for use of kitchen
 - \$10 for use of A/V equipment
- For nonprofit 501(c)3 located in Brown Deer:
 - \$15 per hour, per room section
 - \$15 for use of kitchen
 - \$10 for use of A/V equipment
- For nonprofit 501(c)3 located outside Brown Deer:
 - \$25 per hour, per room section
 - \$15 for use of kitchen
 - \$10 for use of A/V equipment

Adult Programming Room

- For profit/personal use located in Brown Deer:
 - \$25 per hour
 - \$10 for use of A/V equipment
- For profit/personal use located outside Brown Deer:
 - \$35 per hour
 - \$10 for use of A/V equipment
- For nonprofit 501(c)3 located in Brown Deer:
 - \$15 per hour
 - \$10 for use of A/V equipment
- For nonprofit 501(c)3 located outside Brown Deer:
 - \$25 per hour
 - \$10 for use of A/V equipment

Security Deposit

- A \$50.00 security deposit must be submitted in person or by mail along with the signed application form, and are required to be on file before confirmation of the reservation(s).
- The security deposit will cover a single meeting or an entire series for one calendar year. Series deposits may carry over if the series is renewed.

Brown Deer Public Library - Policy Manual

- All meetings must take place during the Library's normal hours of operation. All meetings must end and attendees must leave the building before the library closes. A \$25.00 fee for every 10 minutes a group stays past the library closing time will be applied and/or denial of future reservations may occur.
- Arrangements can be made with the Library Director for the room(s) to be booked outside library open hours. There will be an additional \$50 fee for every hour booked outside the library's open hours, in addition to the regular hourly rate.
- The library must be notified of a reservation cancellation 24 hours prior to the reservation start time, or the group will forfeit the room deposit.

Reservations

- A completed Reservation Application and security deposit must be on file before an application will be considered.
- Reservations can be scheduled up to six months in advance.
- Groups will be allowed a maximum of twenty-four times per year in order to maintain equity of access among current and future requestors. No-shows will be counted as uses for this purpose.
- All groups or individuals reserving the Community Room(s) and/or Adult Programming Room are required to give the Library notice of their wish to cancel at least 72 hours in advance of the scheduled use time. Failure to do so will result in the loss of the \$50.00 deposit.

Set-up & Equipment

- The rental fee must be paid in full before the group will be let into the Community Room(s) and/or Adult Programming Room. This can be done by check or credit card, and completed at the front desk.
- Staff cannot set up the room(s). Chairs and tables are available for groups to set up themselves to meet their needs. The furniture is to be returned to the position in which it was found. The room will be inspected by library staff at the close of the meeting.
- If audio/visual equipment is requested, the person reserving the room should make arrangements ahead of time to learn how to use the equipment. Staff may not be available for assistance on the requested reservation date.
- Groups are responsible for providing their own supplies. Library staff is not available to assist any group in the carrying of supplies to and from the room.
- Food and beverages may be served with advance permission of the Library Director. Kitchen facilities are available, but subject to a charge. The kitchen must be left clean, and all food and beverages must be removed. No food may be consumed in the Board Room. Alcoholic beverages or smoking are not permitted.
- Nothing may be attached to the walls, ceilings, floors, or doors of the meeting space without permission from the Library Director.
- The Library cannot be responsible for equipment, materials or property brought to the room by the group or its members.

Brown Deer Public Library - Policy Manual

- Groups may not store equipment or materials in the Library without prior permission from the Library Director.
- Library staff should be notified of any emergency, accident or unusual occurrence during the meeting.
- The Library Director is authorized to deny permission to any group that is disruptive to library services or deemed an inappropriate use of library facilities.

Amended by Library Board: April 20, 2009; Rev. 05/2023