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## Meeting Room Policy

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Approved 2019; Revised 06/14/2022

### Potential Users and Priority

Priority for use of the meeting room is given to Library and local government. Library, library-affiliated or library sponsored/co-sponsored meetings or programs have priority over all other requests.

The Library's meeting room is intended primarily for programs operated and sponsored by the Library, the municipality, nonprofit organizations, or groups in the community.

The priority of all users is as follows:

1. Library programs or programs in which the Library is a sponsor, participant, or cooperating agency.
2. Other village department functions.
3. Meetings sponsored by Waukesha County nonprofit, civic, or service organizations in the community. (A nonprofit is defined as a group registered as 501(c)3 or which benefits the entire community.)
4. Meetings of local community organizations or informal groups.
5. For-profit Waukesha County groups; for a donation.

The use of the meeting room may be denied. Refer to the **Library Use Policy**.

### Requirements

- The room may be reserved no more than 90 days in advance.
- Library programming will have priority for meeting room use.
- There will be no charge for use of the meeting room, except when a for-profit group makes a request. In that instance, staff will ask the group to make a donation to the Library.
- Room admission may not be charged by any group.
- Non-alcoholic refreshments may be served for free and shall be supplied by the group.
- No smoking is allowed.

### Responsibilities

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 and beliefs by the Library staff or Board. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individuals attending a meeting. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

