Tolzman Community Room

This policy governing use of the Tolzman Community Room of the Frank L. Weyenberg Library is in general accordance with the American Library Association's *Library Bill of Rights* which states: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make the facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The Tolzman Community Room is used primarily for library activities and functions. At non-conflicting times, it may be used for educational, civic, cultural or public information events by Mequon and Thiensville area groups. Profit-making or merely social meetings do not typically qualify for this type of use. The majority of a group's members must reside in Mequon or Thiensville. All presentations must be open to and welcoming of the general public. Organizations utilizing library facilities may not charge a fee, require membership, or unduly encourage purchase of services or products onsite or offsite for attendance.

A. The Tolzman Community Room is available from 11:00 a.m. to 7:30 p.m., Monday through Thursday, and 11:00 a.m. to 5:30 p.m., Friday and Saturday.

B. Requests for use must be initiated and fully completed on the library's website at www.flwlib.org no earlier than ninety (90) days prior to and no later than one (1) week prior to the requested date and time. Requests for equipment, special hours and use of food or beverage must be noted at time of application. The person reserving facilities must be a resident of Mequon or Thiensville. Application for use of the facility does not guarantee approval. No application shall be considered complete until reviewed and approved by the Library. The organization of the agent who signs the application shall be responsible to the Library for the facility.

C. Use of the Tolzman Community Room for programs/meetings other than those sponsored or cosponsored by the Library is subject to a nonrefundable fee of $10 per hour, plus a $10 kitchen use fee, if applicable. An organization must provide its own kitchen equipment. An organization may access the Tolzman Room up to one hour prior to the start of its meeting/program for set-up, provided all usage fees have been paid. An organization is responsible for leaving the room in clean and usable order.

D. Meetings that interfere with the general operations of the Library are not permitted. Signs may not be affixed to the walls or doors of the Library. An organization may not extend its program, equipment or visibility into the library's lobby. Organizations shall ensure compliance with the meeting room fire capacity as posted. The Library reserves the right to deny use of the meeting room to any organization whose previous use has resulted in damage or disregard of library facilities.

E. Any group with participants under the age of eighteen (18) shall have a sponsoring adult present at the meeting, and who is a teacher, counselor or parent of a group member. At least one responsible adult for every ten youth shall be present at all times during the meeting.

F. The use of the name, mailing address, email address, telephone number or website address of the Frank L. Weyenberg Library as representing any organization other than the Library is prohibited. Approval of a request to use the Tolzman Community Room for a meeting and/program by an organization does not constitute, in any way, an endorsement by the Library of the organization or its activities.

G. The Library does not assume responsibility for damage to materials or equipment owned by the group using the room. Any group that damages library property or equipment will be billed for repairs.

H. The Library reserves the right to grant, amend or deny any or all requests. The Library also reserves the right to cancel, reschedule, or relocate a previously approved use of facilities to accommodate unanticipated circumstances, including pre-empting use of the space for purposes of a library sponsored or co-sponsored program. The Library Director shall be the final authority in use of the meeting room.

I. An organization that requests the use of the Tolzman Community Room shall agree to indemnify and hold harmless the Frank L. Weyenberg Library from all claims, actions and judgments, including all costs of defense and attorney's fees incurred in defending against same, arising from and related to the organization's use of the Tolzman Community Room. The organization's actions include the acts of its members, guests, agents and employees. Further, the organization shall agree to reimburse the Frank L. Weyenberg Library all costs of repair and/or replacement due to damage caused directly and/or indirectly to the library's facilities by the organization's use of the Tolzman Community Room.