



Meeting Rooms

Use of the Frank L. Weyenberg Library's meeting rooms, the Tolzman Community Room and the Conference Room, comply 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."

Meeting Room use for FLW Library, FLW Library-affiliated organizations, or FLW Library sponsored or co-sponsored meetings, programs, and events shall have priority over all other requests. Thereafter, at non-conflicting times, requests shall be considered in the following order:

1. City of Mequon and Village of Thiensville governmental units;
2. Ozaukee County, State of Wisconsin, or United States governmental units;
3. Community not-for-profit educational, cultural or civic organizations;
4. All other uses, including organizations or groups whose primary purpose is religious or business. Profit-making or merely social meetings do not typically qualify for this type of use.

All presentations must be free and open to the public. Organizations utilizing Library facilities may not charge a fee, require membership, sell products or services, or unduly encourage purchase of products or services offsite.

- The Tolzman Community Room is available 9:30am to 7:30pm, Monday through Thursday; 9:30 am to 5:30pm, Friday; 9:30am to 3:30pm, Saturday; and 12:30 to 3:30pm, Sunday.
- The Conference Room is available 9:30am to 5:30pm, Monday through Friday.
- Requests for use must be made via the Library's website at www.flwlib.org no more than ninety (90) days and no later than one (1) week prior to the requested date and time. **Requests for equipment, special hours, and use of the kitchen must be noted at time of application.** Application for use of the facility does not guarantee approval. No application shall be considered complete approved by the Library. The agent who signs the application shall be responsible to the Library for the facility.
- Anyone wishing to use audiovisual equipment during their meeting or program is encouraged to schedule an appointment **prior** to their event to familiarize themselves with FLW Library's equipment. Staff may not be available at the time of the event to set up computers, projectors, etc.
- Use of either meeting space for programs or meetings (other than those sponsored or co-sponsored by the Library) are subject to a nonrefundable fee of \$10 per hour. An organization

may access either meeting room up to 15 minutes 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.

- There is a small prep kitchen in the Tolzman Community Room. Organizations must provide their own kitchen equipment.
- Meetings that interfere with 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 comply with the meeting room 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 or policies.
- Any group with participants under the age of eighteen (18) shall have a sponsoring adult present at the meeting, who is a teacher, counselor, or parent of a group member.
- Use of the name, mailing address, email address, telephone number, or web address of the Frank L. Weyenberg Library as representing any organization other than the Library is prohibited. Approval of a request to use Library space for a meeting and/or program by an organization does not constitute, in any way, an endorsement by the Library of the organization or its activities.
- The Library does not assume responsibility for damage to materials or equipment owned by the group using the spaces.
- 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 rooms.
- An organization that requests the use of Library spaces 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 space. 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 or property by the organization's use of Library spaces.