

SOUTH MILWAUKEE PUBLIC LIBRARY

1907 10TH AVENUE
SOUTH MILWAUKEE, WI 53172
Phone: 414 768-8195
Fax: 414 768-8072

APPLICATION FOR USE OF THE MEETING ROOMS

PLEASE NOTE THIS APPLICATION MUST BE COMPLETED AND FEES PAID NO LATER THAN THREE DAYS BEFORE THE DATE OF THE MEETING. REFUNDS GIVEN ONLY FOR CANCELLATION DUE TO WEATHER.

Organization making the request: _____

Represented by: Name _____

Position in organization _____

Address _____

City _____ Zip _____ Phone _____

Date meeting room needed _____

Hours of use: Beginning _____ Ending _____ AM or PM

(Note: Room must be vacated 15 minutes before closing. Check with the 1st floor reference desk for times)

Estimated attendance _____

Type of program: _____

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As the authorized representative of the above organization, I hereby apply for the use of the facilities. I have read the rules on the attached sheet governing the use of the facilities and agree that they will be observed. In the case the meeting is cancelled, I agree to notify the library as far in advance as possible. I further agree that in the event a physically challenged person wishes to attend this meeting, the organization is responsible for making the necessary arrangements to meet those persons needs.

Signature _____ Date _____

FOR LIBRARY USE ONLY

Date received _____ Date organization was notified _____

Room Number _____ Set up Instructions _____

Staff member's initials _____ Date _____

SOUTH MILWAUKEE PUBLIC LIBRARY
MEETING RULES & REGULATIONS

1. The primary purpose of the library meeting rooms is to accommodate library sponsored and library-related programs.
2. Outside organizations are permitted to use the meeting rooms. Youth groups (Included in this category are leaders of scout groups and sports teams, such as coaches) will be required to pay a fee of \$10 per meeting. Adult groups (excluding teachers and other school related groups) will be required to pay a fee of \$25 per visit. This policy became effective January 1, 2003.
3. Community leaders, such as the Mayor, Council Members, Senators, Representatives or County Supervisors may hold their town hall meetings and other meetings without charge.
4. City, county, school (public and private) and library sponsored organizations are not charged. The application and fee must be received at the library three days prior to the meeting date.
5. Outside organizations and businesses are permitted to use the meeting rooms. This includes clubs who have members who pay dues. These meetings may be closed to the general public. No admission fees may be charged or collections taken. The only exceptions would be paid registration necessary to cover expenses for institute courses or discussion groups with which the library is cooperating.
6. Private parties, such as demonstrations of products, are not permitted.
7. Governmental committees may meet in the library and when the need arises, go into closed session as prescribed by the Wisconsin State Statutes. These committees are responsible for posting their meeting notices as prescribed by law.
8. Meeting rooms may not be scheduled for a long series (more than two months in advance) of programs.
9. If a library scheduled program conflicts with a previously scheduled meeting it may be necessary for the organization to reschedule their meeting in order to accommodate the library's program.
10. All meetings must be held during the hours that the library is open. All meetings must conclude 15 minutes before the library closes.
11. The meeting room capacities must not be exceeded:
 - Meeting Room 1 45 people
 - Rooms 2 & 3 12 each room or 30 when used as one room
12. Groups of young people under the age of 18 years must have a responsible adult with them at all times. It is recommended that there be one adult for every 10 children.
13. There is no smoking anywhere in the library building.
14. Groups with small children must provide close supervision of the children. Children are not allowed to play in the hallways.
15. Light refreshments may be served with prior approval. It is the responsibility of the group to clean up the meeting room.
16. Groups requiring extensive cleanup after their meeting will be charged for a minimum of one hour of janitorial service which will be \$25. Groups who violate this policy will be subject to having their privileges revoked.
17. Materials may not be mounted on the painted walls without permission.
18. Meeting rooms will be opened ½ hour before the scheduled time of the meeting.
19. When special arrangements have been made or emergencies arise during the meeting, the person responsible for the meeting shall notify the adult reference librarian on the first floor.
19. **USE OF THE MEETING ROOMS BY AN OUTSIDE GROUP DOES NOT IMPLY ENDORSEMENT OF THE SPONSORS OR THE EVENT. THE DIRECTOR OR LIBRARY BOARD PRESIDENT MAY MAKE EXCEPTIONS TO THESE RULES.**

I have read the above rules and regulations and agree to observe them.

Signature _____ Date _____