



South Milwaukee Library

1907 10th Avenue
South Milwaukee, WI 53172
P (414)768-8195
W smlibrary.org

Meeting Rooms Policy

Approved by the Library Board of Trustees, 1/03/2014

Revised, 7/28/2025

Purpose

The Library provides space for community meetings to further the Library's role as a community center. Meeting rooms are for meetings or programs of an educational, informational, cultural or civic nature. Meeting rooms are offered free of charge for qualified use.

In making the meeting rooms available to the public, the Library Board subscribes to the tenets of the American Library Association's Library Bill of Rights which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Availability

The primary purpose of these rooms is for Library programming, events and activities. When not being used for Library sponsored events, meetings rooms may be used by other groups in accordance with this policy.

- The Library has four (4) meeting rooms.
- Room reservations are available on a first-come, first-serve basis.
- The capacity of the meeting rooms are as follows. These capacities cannot be exceeded.
 1. Story Time Room – Capacity of 35
 2. Louis A. Lange Memorial Board Room – Capacity of 25 (Table Seating for 8)
 3. Craft Room – Capacity of 25
 4. Computer Lab – Capacity of 10
- Meeting rooms may only be used during the hours that the Library is open.
- Meeting rooms must be used by groups of 3 or more.
 - The only exception to this rule is for use of the technology in the Computer Lab. Please refer to the Computer Lab Policy for more information.



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- Meeting rooms may be reserved for a regular meeting or series, up to 90 days in advance.
- Meeting rooms may be used up to 4 times per month.
- Only one meeting room may be used at one time to ensure availability for others.
- Folding tables and chairs are available for use. Set-up and break down of the room is the responsibility of the users. Rooms shall be returned to their original condition at end of use.

General Regulations

- Users must be over the age of 18. An individual over the age of 18 must be present throughout the meeting if children under 18 will also be in the room.
- Admission may not be charged to any meeting or event.
- Meeting rooms may not be used for commercial purposes. Services or products may not be promoted, endorsed or sold.
- Meeting rooms may not be used for private social events.
- Refreshments and food may be served. Kitchen access is not available. Alcohol is strictly prohibited. It is the responsibility of the group to clean up and dispose of all food products.
- Programs may not disrupt the use of the Library by others. Persons using the meeting rooms are subject to all Library rules and regulations.
- Staff reserves the right to enter a meeting room at any time. The only exception being a government entity in closed session and in compliance with open meetings law. Notice must be posted to indicate closed session.
- Use of any technology in the Computer Lab implies that the users of the technology have read and agree to the *Computer Use Policy* posted in the meeting room.
- The meeting room must be vacated 15 minutes prior to closing time.

Endorsement

Use of a South Milwaukee Public Library meeting room in no way constitutes an endorsement by the Library of the event or group using the facility.

Non-Compliance

- Non-compliance with Library policies and procedures may result in loss of Library privileges, including the use of meeting rooms.



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- If rooms are not left in usable condition or if there is damage beyond normal wear and tear, charges may be assessed. Future room use may be denied or revoked.
- Anyone found to be misrepresenting themselves or their group may be denied further use.

Administration and Interpretation of Policy

Responsibility for the administration and interpretation of this policy rests with the Library Director.