

Meeting Room Use Policy

Definition and Description of Rooms

The Village Center meeting room and Spector conference room are intended for use by non-profit organizations, community and neighborhood groups and educational and cultural institutions holding meetings or events. Meetings for mediation or counseling with a governmental or non-profit organization or representative may be accommodated. The rooms are available at no cost and must be reserved in advance.

Village Center meeting room – For meetings/events for nine to 150 people

Spector conference room – For meetings or events up to eight people

The Library Board subscribes to 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 facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Granting permission to use the Village Center meeting rooms does not constitute endorsement by the Shorewood Public Library or Village of Shorewood of the group or its activities.

Availability, Reservation, and Cancellation

The Village Center meeting room and Spector conference room may be used by the following groups and in this order of priority:

- The Village Board
- The Library for library-sponsored activities
- Village committees, commissions, boards and departments to carry on functions relating to the government and/or health, education, safety, culture and general welfare of the citizens of the Village of Shorewood
- Shorewood community and school groups
- Non-profit organizations, community and neighborhood groups

Groups other than Village of Shorewood departments may only use the meeting space twice per month. Special events requiring use of the room for a full day or multiple days in a row, other than those held by Village of Shorewood departments, requires at least one week advance notice and authorization and approval from the Library Director, in consultation with the Senior Resource Center when applicable.

The Village Center meeting room and Spector conference room may be reserved up to six months in advance. The room may be reserved up to six hours in a day subject to availability. Reservations must be made at least 24 hours in advance if the request is made on a weekday business day, and 48 hours in advance if the request is made on Saturday, Sunday or holiday. Reservations are made via the library webpage using reservation software.

Please note that Library Administration may have to adjust, rearrange or cancel meeting room reservations if Library/Village requirements demand. In the event that a reservation must be altered or canceled, the Library will contact the person(s) who made the reservation with as much advance notice as possible.

If users need to cancel a reservation, instructions and the webpage link to do so are included in the email confirming a reservation has been accepted.

Rules of Use

All groups approved to use the Village Center meeting room or Spector conference room are subject to these rules of use:

- All meetings must end and attendees must leave the room 15 minutes before the library closes. The room must be tidied and rearranged if necessary before this time in order to ensure the room is vacated 15 minutes before the library closes.
- All users are subject to the Library Code of Conduct.
- The use of the meeting room shall not result in financial gain to the community room user or the organization. This means:
 - No admission fee may be charged nor a collection be taken.
 - Rooms may not be used for commercial demonstrations or sales promotions of products or services.
 - Fundraising events are not allowed unless they are co-sponsored by the Library or the Village.
- Social functions or personal/family activities including, but not limited to, family reunions, showers, birthday or other celebrations are prohibited.
- Groups of young people under eighteen must have the meeting room application completed by an adult and an adult must be present for the duration of the meeting or event.
- A responsible person from the group will alert the library staff to open the facility and notify the library staff when the reservation is over so the room can be locked.
- Food and beverages may be served with the expectation that the users will leave the room in order, disposing of trash and recycling in provided receptacles.
- Alcoholic beverages, smoking and vaping are not permitted.
- Groups will be held financially responsible for any damage, missing items, or required cleaning beyond the standard daily cleaning.
- Neither the Library nor the Village of Shorewood is responsible for the equipment, materials or property brought to the room by the group or its members.
- Library staff should be notified as soon as possible of any emergency, accident, or unusual occurrence.

The Library Director is authorized to deny permission to any group that is disorderly or has violated any rules of use.

Room Arrangement and Equipment

Chairs and tables are available to users to arrange the space to meet their needs. The furniture is to be returned to the designated set up at the conclusion of the meeting or event, including putting away additional chairs and tables. Signs are posted in the meeting room outlining the designated set up including the number of chairs and tables to be left in the room, and the way in which furniture should be arranged. Groups should alert Library staff if the room is found in disarray upon arrival.

Promotion of Event or Meeting

The location of the event or meeting in any publicity must be given as the Shorewood Village Center. The Village Center meeting room and Spector conference room are separate from the Shorewood Public Library and therefore the Library should not be mentioned in publicity.

In order to establish the fact that neither the Village nor the Library are sponsoring the event, all publicity must contain the following statement:

Sponsored by [Name of organization booking the room]

Any organization may not use the name and address of the Library or Village Center as its headquarters or as the official address of the organization.

Effective Date: July 13, 2003

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