

MEETING ROOM POLICY

I. PURPOSE FOR THE MEETING ROOM

The purpose of the Village of Greendale Municipal Building Meeting Room is to support and extend the services of the Greendale Public Library and the Greendale Health Department. The room is also available for public programs sponsored by non-profit educational and cultural agencies.

II. RESERVATION PROCEDURES

A. Authority

1. The Library Director will schedule use of the meeting room. The Library Director reserves the right to approve, deny or revoke the use of the meeting room based on non-compatibility with the meeting room policy. The Library Director reserves the right to reschedule any meeting that conflicts with a priority meeting of the Library, Health Department or Village of Greendale. The Library Director reserves the right to change the location of the meeting within the building. The Village Manager will review any appeals made regarding decisions made by the Library Director.
2. The Library Director must be notified 24 hours prior to any cancellation of a reservation for the meeting room (except when postponed by inclement weather). The meeting room will not be available when the building is closed for inclement weather or other emergency reasons.

B. The application process

1. Applications for reserving the meeting room are available at the library. Groups wishing to use the meeting room must apply at least 30 days prior to the meeting date. Confirmation of all reservations will be made within seven days of receipt of the application. Applications for a series of meetings are covered under section III, B.
2. The application form must be signed by a Greendale resident of legal age who will accept responsibility for the meeting and will be in attendance at the meeting.
3. If the group making application will need to use any of the library's equipment, the responsible individual must arrange for training prior to the meeting date. Library staff will not be available to operate or assist with equipment.

C. The application form

1. The application form will request the following information from potential users:
 - a. Name, address and telephone number of a Greendale resident of legal age who will accept responsibility for the meeting.
 - b. Name of sponsoring organization
 - c. Purpose of meeting
 - d. Estimated attendance
 - e. Day, date, starting time, and ending time for meeting
 - f. Potential need for meeting room equipment
 1. Kitchen
 2. Media equipment

2. The application will state the rules for use of the meeting room as delineated in this policy.

D. Security deposit/Fee

1. A security deposit of \$50 will be required at the time of application. The deposit will cover a single meeting or an entire series. Series deposits may carry over if the series is renewed. Single event deposits will be returned at the end of the month. Security deposits will be returned if the group meets all the requirements of the meeting room policy.
2. A security deposit, or part of it, will not be refunded for the following reasons:
 - a. Failure to return the room to the condition as stated in this policy.
 - b. Failure to clean the kitchen facility and equipment and supplies used.
 - c. Damage to meeting room furniture, equipment or facilities.
 - d. Failure to vacate the facility at the time specified in this policy.
3. The security deposit is waived for all Village, Library, Health Department, or Historical Society events.
- 4.

III. PRIORITIES FOR USAGE

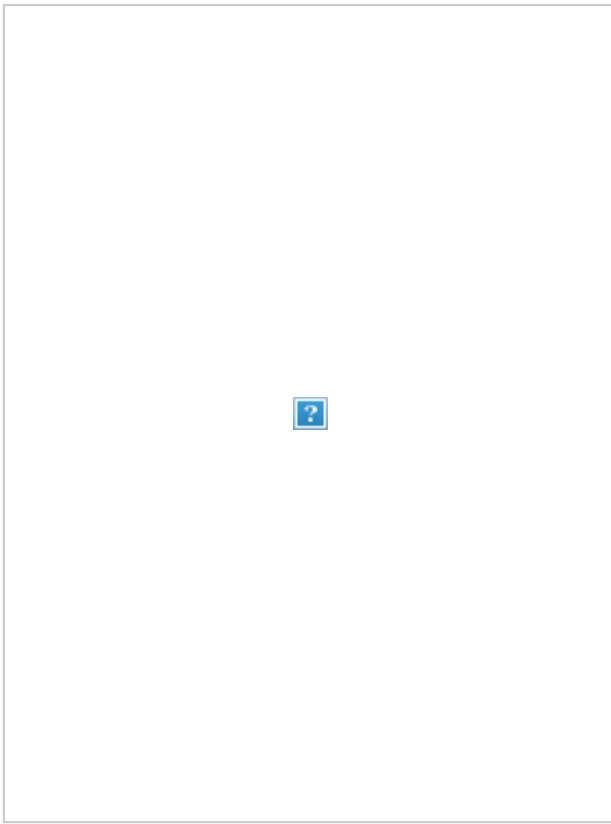
- A. Reservations will be taken on a first come, first serve basis with priority in scheduling as follows:

1. Village of Greendale governmental activities
2. The Greendale Public Library
3. The Greendale Health Department
4. The Greendale Historical Society
5. Greendale civic and non-profit organizations
6. Others

- B. A series of meetings may be scheduled with priority going to those activities that present an application to the Library Director by 11/15 in the year prior to the activity. Permission to hold a series of regular meetings is granted for a calendar year period and is subject to annual review by the Library Director. Applications made for a series of meetings after 11/15 of the previous year will be considered if the meeting room is available.

IV. SET UP AND BREAK DOWN

- A. The group using the meeting room will be required to set up and break down the table and chairs needed for their meeting. Tables and chairs are stored in the equipment room next to the meeting room. The room must be restored at the end of the meeting according to the following diagram:



- B. Groups using the kitchen facility will be required to clean and restore order. All dishes and equipment used must be cleaned and returned to its proper place. Groups are not to use any items designated as staff property and are not to use the lavatory facilities in the staff break room.

V. RESTRICTIONS ON USE

- A. The meeting room may not be used for the practice of religious doctrine or service.
- B. The meeting room may not be used for partisan political activities unless the activity is a balanced presentation sponsored by a nonpartisan community organization.
- C. The meeting room may not be used for commercial demonstrations or sales promotions of products or services. Non profit, nonsectarian, nonpartisan Greendale community organizations may use the meeting room in their fund-raising activities.
- D. The group must police the room capacity limitations when conducting a meeting. Restrictions are as follows:
 - 1. Meeting room – 100 maximum, without chairs; 75 maximum, theatre style chairs; 48 maximum with tables.
 - 2. Divided meeting room – 50 maximum, without chairs; 35 maximum, theatre style chairs; 24 maximum with tables.
- E. Use of the room must not interfere with normal operations of the facility including noise levels.
- F. No smoking is allowed in the building.

- G. No alcoholic beverages may be consumed in the building without the prior approval of the Village Manager.
- H. During library hours the public telephone in the library should be used if the need exists. After the library is closed, the telephone in the staff break room may be used for emergency purposes only.
- I. Groups must not use the library's telephone number as a contact number. The groups may not use the library's address as a contact address for their group or meeting.
- J. There will be no storage space in the meeting room for community groups.
- K. Groups using the meeting room may only post information on the bulletin boards provided. No items may be posted on wall surfaces. All posted items must be removed at the conclusion of the meeting.
- L. The facility will provide no supplies to groups using the meeting room.
- M. All meetings will be open to the public, unless a properly posted closed meeting is being held under the provisions of State of Wisconsin law.
- N. No admission or registration fees are allowed with the exception for the activities sponsored by the Greendale Public Library, Greendale Health Department, and nonprofit, nonsectarian, nonpartisan civic organizations whose purpose is to promote the betterment of the community. Exception is also made for paid registration fees necessary to cover expenses for institutes, courses or discussion groups with which the library or health department is cooperating.
- O. All media equipment is available for groups to use with the understanding that the group will inform the library staff in advance on the meeting room application form of the need to use the equipment. Any training needed by the group to use the equipment must be completed prior to the meeting date at a mutually agreed time between the group and the staff. The library staff will not be available to set-up, operate, or repair any equipment during the time of the group's meeting.
- P. Programs sponsored by the library will have a pre-registration period for Greendale residents only.

VI. OPENING PROCEDURES

- A. The responsible person in the group may arrange to open and set up the facility no more than one half hour before the start of the meeting. Library staff will open the entrance doors of the Health Department if the meeting is to be held at a time when the Health Department is not open to the public, but the doors will be opened more than one half hour prior to the meeting. The responsible person may enter through the Library to inform the Library staff that they have arrived and need the doors opened.
- B. Access to and exit from the meeting room is through the Health Department entrance at 5650 Parking Street only. There is no access or exit from the meeting room through the Library. All publicity should include this information.

- C. The community meeting room is available Monday through Thursday from 8:00 am until 9:30 pm, and Fridays and Saturdays from 8:30 am until 4:30 pm. The meeting room is not available on Sundays.

Adopted 01/12/05

Revised 01/12/05

Reviewed 01/11/06