



Meeting Room Policy

Adopted: 1/27/1993

Revised: 2/20/2001, 4/28/2004, 5/24/2006, 5/28/2008, 10/26/2016, 2/28/2024

Meeting Rooms

The Library building includes the following rooms available for meetings and collaborative work. In general, each of the spaces makes available a computer or laptop along with projection equipment and whiteboard.

Room	Location	Capacity
Meeting Room 1	Lower Level	70 persons
Meeting Room 2	Lower Level	45 persons
Combined Meeting Room	Lower Level	115 persons
Classroom	Main Level	54 persons
Editing Studio	Upper Level	2 persons

Who May Use the Meeting Rooms

The primary use of the meeting rooms is for the work of the Library staff in accommodation of Library classes and events. When time and circumstances permit, meeting spaces become available for use by other Brookfield groups and organizations according to the following priorities:

1. Meetings for Library staff and meetings of the Board of Trustees and its Committees;
2. Classes and events sponsored by the Library;
3. Meetings of the committees or organizations in which Library staff are involved;
4. Meetings of the Library's advocacy group, the Friends + Foundation for the Brookfield Library;
5. Meetings of the Village of Brookfield and other local governmental agencies;
6. Meetings of non-profit community groups and organizations whose purposes are educational, cultural, and civic;
7. Staff meetings and workshops for local commercial / for-profit organizations;
8. Other meetings.

Open Access

All meetings must be open to the general public except for closed sessions of governmental bodies in accordance with the Open Meetings Act. As a general rule, groups using the Library's spaces may not charge fees to attendees. Non-profit organizations, however, may ask for donations to defray expenses.

Groups are required to comply with the Americans with Disabilities Act and must provide qualified interpreters or auxiliary aids, when requested.

Endorsement

The use of meeting rooms by groups does not constitute an endorsement of these groups or their programs by the Library, its staff, or its Board of Trustees. Publicity announcing meetings in the Library should in no way imply sponsorship by the Library.

Restrictions

Meeting rooms may not be used for the following:

1. Fundraising events, other than by the Library's own support group;
2. Political candidates may not use the Library meeting rooms. However, general meetings on political topics and forums discussing opposing viewpoints may be held;
3. Religious worship. Religious education and discussion is acceptable;
4. Gambling activities

Scheduling Reservations

Applications for use of the Library's meeting spaces may be made via the Library's website or directly with Circulation Services staff. Reservations may be made no more than 60 days in advance and are subject to approval. The Library Director will resolve any conflict that may arise in the booking of a room.

An organization or group must designate one person to assume legal responsibility for its activities in the Library.

Schedule of Fees

Local non-profits, governmental bodies, and service organizations: no fee.

Commercial / For-Profit Organizations: \$90 (flat fee).

Room Use by Minors

Groups composed of persons under the age of 18 may use the rooms with adult supervision, with the adult responsible for making and managing reservations. Supervisors shall remain with the group for the duration of the meeting.

Cancellations

The Library reserves the right to cancel any reservation due to unforeseen circumstances. Further, staff may move reservations to other meeting spaces within the Library in order to accommodate additional room bookings. The Library may also cancel a group's reservation if policies for use of the meeting rooms are violated.

When it is necessary for a group to cancel a meeting, the Library should be notified 24 hours in advance. For-profit groups must cancel reservations at least 24 hours in advance or pay a \$25 cancellation fee. Non-profit groups are also expected to responsibly manage their respective reservations or face a loss of privileges, if abused. Cancellation of a reservation may be accomplished via the Library's website or directly with Circulation Services staff.

Refreshments / Kitchen Use

Light refreshments may be served. The group sponsoring the meeting is responsible for providing all necessary utensils and paper goods, and is responsible for cleaning up after their meeting. On-site kitchen equipment is available for all groups to use.

Set Up / Clean Up

Groups may rearrange furniture in the Library's meeting spaces and should tidy the room before leaving. Groups are responsible for their own chair / table set ups.

Any group using meeting spaces is responsible for keeping the room clean. If the group does not leave the room in a neat and orderly fashion, the group will receive notice that a recurrence will result in the cancellation of all future meetings. A custodial fee, if necessary, will be assessed.

Additional Regulations

1. The Library's Friends + Foundation support group is the only group that may use the Library as its official address. Additionally, the Friends + Foundation is the only group that may store items at the Library.
2. No smoking or alcoholic beverages are permitted in the building.
3. Groups using the meeting rooms should not leave children unsupervised in the Library.
4. Under no circumstances will a group be given a key to the Library nor to any room in the Library. When the group representative arrives for the meeting, that individual should report to the Circulation Desk and a staff member will unlock the door to the reserved meeting room.
5. Any group or organization using the meeting rooms must indemnify and hold harmless the Linda Sokol Francis Brookfield Library and/or its staff and Board of Trustees for any accidents resulting from negligence by the group or any member of the group.
6. Organizations will be held responsible for damage to the Library building, grounds or equipment.