

West Bend Community Memorial Library

Meeting Room Policy

Purpose

The West Bend Community Memorial Library provides meeting rooms for informational, civic, educational and professional needs. The West Bend Community Memorial Library does not endorse the views of any group using the meeting rooms.

The West Bend Community Memorial Library has priority for meeting room use and may need to cancel a group reservation if the Library needs the room. The West Bend Community Memorial Library will attempt to give a 2-week notice if a reservation needs to be canceled.

Library meeting rooms are not intended for commercial use. For-profit organizations and businesses may use the meeting rooms but only for training, conferences, strategic planning, or other non-commercial use.

The West Bend Community Memorial Library supports the principles of the ALA Library Bill of Rights: “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.”

If a group abuses the facility or these regulations, then it will be the Library Director’s decision to cancel future reservations or to discontinue meeting room privileges for this group.

Application for Use

Meeting Room Reservations can be made in the business office from 9 am – 1 pm Monday through Friday or online at www.westbendlibrary.org under About Us/Policies. An adult must be present throughout the meeting if minors are in attendance. The person who creates the reservation will accept liability for damages to the meeting room that occur during the time period their organization meets.

Meeting rooms may be booked up to 3 months in advance

Capacity

- First Floor Conference Room (BI Room): 22 (14 chairs around the table, 8 outside perimeter)
- Second Floor Conference Room: 10
- Library Recreation Center Room 1: 35
- Library Recreation Center Room 2: 35

Frequency

Groups may use the meeting rooms once per calendar month. This is per group and per room. It will be at the Director’s discretion or the Director’s designee to make adjustments.

Hours

The meeting rooms are available during Library hours only.

The hours that are reserved include set-up and clean-up time. No one will be allowed stay past closing.

Basic Guidelines

All groups must abide by local and state fire safety laws. All regular library rules apply to the meeting rooms, including prohibitions against posting materials on the walls, windows, or doors and moving tables and chairs.

Groups are responsible for set up and take down of chairs, etc. Setup and take down must be considered when booking the room. Library Staff will not assist with this.

Due to staffing limitations, the library is unable to carry messages (e.g. telephone calls) to persons/groups using the meeting rooms. In the event of an emergency, library staff will attempt to place the caller in touch with the person being called.

Any public notice or advertisement of any meeting must clearly state that the event is being held at, not sponsored or organized by the West Bend Community Memorial Library Board or the City of West Bend.

The name, address, or telephone number of the West Bend Community Memorial Library may not be used as the address or headquarters of the group meeting at the West Bend Community Memorial Library.

Passed by the West Bend Community Memorial Library Board on October 19, 2021

Revised November 15, 2022