MEETING ROOM POLICY and PROCEDURES FOR APPLICATION

The primary purpose of the meeting rooms is to enable the library to extend its own programs to the New Berlin community. As a further service, the library offers the use of its meeting rooms, when available, to qualifying groups.

Meeting room use requires application, review and approval of the Meeting Room Coordinator, Library Director, Deputy Library Director or Library Board. Meetings may be scheduled only during the hours the Library is open. Groups may reserve the meeting room(s) a maximum of 12 times within a calendar year.

To reserve a room, an application must be submitted a minimum of 3 business days (Monday-Friday) prior to the meeting date to allow sufficient time for review and processing. Applications can be obtained in person from the Adult Services Reference Desk or on-line. The completed application may be returned in person, by regular mail, by email to: butler@newberlinlibrary.org or by fax: 262-785-4984.

The New Berlin Public Library does not advocate or endorse the viewpoints of meetings or meeting room users.

Prohibited Uses:

- Commercial or money-making activities. The use of the meeting rooms shall not result in financial gain to the room user or organization. No profit can be earned from events held at the Library.
- Meetings or programs where an admission fee is charged or raffle held; or those where donations, collections or fees of any kind are taken.
- Activities involving the promotions, advertising, or sale of services, programs, or products, including compilation of mailing lists for any type of future solicitation.
- Social functions or personal activities including showers, birthday parties, banquets, family reunions, or other celebrations.
- Recreational or entertainment purposes.
- Unlawful activity.

Step 1: Do you qualify?

Non-profit Waukesha County - Organizations, clubs, or groups must be based in Waukesha County and/or serve Waukesha County residents (No-fees – Proof of tax exemption status may be required.)

Non-profit Non-Waukesha County, For-Profit Waukesha County & Condo Associations (Fee of $50 for Community Room/$25 for other rooms. Payment must be made at time of application.)

*For-Profit businesses or organization meetings may be attended ONLY by employees or business associates for internal conferences, staff training or evaluation purposes. These may not be open to the public or to invite potential customers.

Step 2: Application

All applications must be signed and submitted by the authorized adult representative of the group who will also be attending the meeting and accept responsibility for the conduct of the meeting and for any damages incurred.

Step 3: Fee Payment (if applicable)
The Library accepts cash or check made out to: New Berlin Public Library. Room and Equipment payment must be made at time of application if submitted in person or within 5 business days for mailed, faxed, or emailed. If the application is not approved, payment will be returned. If a meeting is cancelled, the fee will be refunded only if cancellation is made at least 2 weeks prior to the scheduled event.

**Equipment Fee:** Should groups require the use of projection equipment, microphones or cables in the meeting space(s), there is a $10 service fee per room reservation. Non-Profit applicants are exempt from this fee.

**Step 4: Approval**

Once the application status has been determined, the applicant will be contacted by email unless otherwise noted. This is generally done within 3 business days by the Meeting Room Coordinator.

**Step 5: General information for Room Use**

- Upon arrival and again at completion of your meeting, check-in or check-out with the following:
  Community Room use – Front Circulation desk
  Heritage Center Meeting Room use – Front Circulation Desk
  Conference Room use – Adult Services Reference Desk
  Teen Suite – Adult Services Reference Desk

- Your meeting must start and end at the times requested on your application. All meetings must end no later than 15 minutes prior to the library closing time with chairs and table replaced and trash removed.
- Library Staff is not responsible for room set-up or room take-down.
- Groups using the meeting rooms must provide their own supplies.
- If a projector or microphone has been requested on your application, a set-up time to test equipment must be arranged with an Adult Services Reference Librarian (262-754-1815) at least a week prior to the meeting date. There is no technical support available during your meeting.
- Two repeat cancellations or failure to keep meeting reservations will result in denial of use for future meetings.

We do hereby waive any claim demand action or cause of action which we may have against the City of New Berlin and the New Berlin Public Library arising from the use of meeting space within the library, including but not limited to claims for personal injury or property damage. We do hereby further agree to indemnify and hold harmless the City of New Berlin and the New Berlin Public Library it officers, employees and assigns (the Parties Released) as and against any and all claims, demands, actions, expenses, costs or causes of action including actual attorney fees arising from our use of the New Berlin public library. This indemnification shall include but not be limited to claims for personal injury or property damage by the participants in our use of New Berlin Public Library facilities. The aforesaid indemnity shall not extend to actions caused solely by the gross negligence or intentional conduct of the Parties Released.

Applicant’s signature: ___________________________ Date: ______________

Approved by the NBPL Library Board 7/2020