



## Community Rooms and Conference Rooms/Meeting Spaces, Public Use of

***The primary purpose of the library's meeting spaces is for library activities and programs and as such, library programs take precedence over all other use of the spaces.***

In support of community activities and in its role as an anchor institution in the neighborhood, the Milwaukee Public Library (MPL) makes its meeting spaces available for use by the public when not in use by the library. Designated community rooms, conference rooms, study rooms and other spaces throughout the library system may be reserved by the public subject to the criteria outlined in this policy.

MPL welcomes the use of its meeting spaces for public gatherings by groups who agree to abide by the [Library Code of Conduct](#) and whose activities will not adversely affect library operations. Meeting spaces may not be used for personal/family activities, such as parties or entertainment, for fundraising or as the sole or primary location to conduct regular business or service operations. Failure to comply with library policy may result in the denial of subsequent requests for meeting room use.

Priority for use of the meeting spaces will be given in the following order:

1. Milwaukee Public Library
2. City of Milwaukee, Milwaukee County, State of Wisconsin and United States government departments, elected officials acting in the capacity of their elected position, and educational institutions
3. Milwaukee Public Library partner organizations with written agreement
4. Nonprofit, community groups/individuals, community-interest
5. For-profit businesses/organizations (paid meeting spaces only)

Meeting spaces throughout the library system include community rooms and conference/study rooms. Community rooms are larger spaces that hold 50 people or more, where setup can be altered, and may require a fee. Conference and study rooms are smaller spaces with fixed setups that provide a quiet, semi-private setting, and are available at no cost. All meeting spaces have established minimum and maximum limits to ensure patron safety and to best utilize library design (see [Threshold Guidelines for Occupancy](#)). The capacity of the room may not be exceeded, and the library reserves the right to move a meeting to an alternate space based on number of attendees.

### REQUIREMENTS

#### Reservations

Reservations may be made using the online reservation system. Reservations are not accepted at individual branch locations.

Reservations are accepted up to three (3) months in advance of a date. The time reserved in the meeting space must include time to set up the tables and chairs, and to clean up afterward. Requests for community rooms requiring a fee must be submitted with at least five (5) days advance notice and two (2) days advance notice for free meeting spaces. Same-day walk-in use of free meeting spaces will be granted on a first-come, first-served basis.

The applicant and designated representative of the group must be a minimum of eighteen (18) years of age.

### Community Room Fees

Nonprofit, community and for-profit groups/individuals must pay a fee to use the community room at the following locations: Central Library, East Branch, Good Hope Branch, Mitchell Street Branch, Tippecanoe Branch, Villard Square Branch, Washington Park Branch. Locations have been determined by technology available and condition of the meeting space. Fees and locations are subject to change. Fees are not charged to groups identified in priority list one through three above.

Length of Time	Nonprofit and Community Groups or Individuals	For-profit Groups or Individuals
Up to 2 hours	\$0	\$300
2 to 6 hours	\$75	\$500
More than 6 hours	\$100	\$800
Before/After Hours or Special Events	Additional negotiation based on costs to support, including security if needed. Rates may be increased due to demand.	

### Payment

Payment must be received at least five (5) days before the reservation date in order to receive approval. Payments may be made online, in person by cash or check made payable to Milwaukee Public Library, or by check via mail. See "Contact Information" section for mailing address.

### Cancellations

Groups should notify Milwaukee Public Library of cancellations as soon as possible to make the room available to other groups. Cancellations may be made through the online reservation system, or by calling the Library Spaces Team at (414) 286-3030 or Ready Reference at (414) 286-3011. A full refund of all fees will be provided only if the reservation is cancelled at least one business day prior to the meeting date.

Every effort will be made to guarantee a reservation. However, the library reserves the right to change or cancel a reservation for MPL or City of Milwaukee use. Unforeseen circumstances, such as adverse weather closings or power failure, may also make a meeting space unavailable. A partial or full refund of fees will be provided if MPL changes or cancels the reservation.

Reservations will be held for thirty (30) minutes, at which time the space will be released for others to use. Refunds will not be issued for no shows. Failure to arrive for scheduled reservations three times will result in the denial of subsequent requests.

### RESPONSIBILITIES

The applicant or designated group representative must check in with the Person-in-Charge to be given access to the meeting space, and must be present during the entire use of the space.

The applicant or designee must manage the orderly behavior of all attendees and the [Library Code of Conduct](#) must be observed at all times. Use of the meeting spaces may not be disruptive of the programs and activities of the library, nor may it create a public safety hazard. Noise level is subject to regulation by staff.

In the event of misconduct, library staff may immediately terminate the event/meeting and clear the premises. In such instances, refunds will not be issued.

No advance deliveries will be accepted by the library for meetings or programs. Materials may not be stored at the library before or after a room use. The library will not be responsible for any equipment or items left in the rooms. The library is not liable for damage, theft or loss of any equipment, materials or personal belongings.

Meeting space users may not post signs, banners, flags or other displays on the walls or exterior of the library. Exits and doorways may not be covered and must remain unobstructed for fire safety. If there are blinds in the room, these must be kept open.

All group members and meeting attendees must leave the room at the end of the reserved period and leave the building by library closing time. The applicant or their designated representative must notify library staff upon vacating the room.

### **Admission Fees and Sales**

Collection of admission fees, vendor fees, sales of products or services, and other direct fundraising activities are not permitted. The library reserves the right to make exceptions to these parameters through written agreement.

### **Amenities and Equipment**

A standard number of chairs and tables are provided at each location. No additional furniture or equipment is guaranteed. Some rooms are equipped with a screen, projector, white board, lectern or other amenities. Detailed information about amenities for each meeting space may be found in the online reservation system.

Applicant or designee is solely and fully responsible for the space and all of its contents, and for any and all loss/damage to the building, furniture or equipment, including laptops, digital screens, projectors and other audio/video equipment. Audio/video setup cannot be modified.

Library telephones and telephone jacks are for staff use only.

Laptops may be checked out for use inside the meeting spaces for patrons who have a laptop agreement on file (see the [Laptop Loan Policy](#)). If utilizing MPL laptops during a space use, users must work within MPL's computer environment. Users agree to comply with the library's [Computer Use Policy](#) and "Laptop Agreement", including returning the laptop to staff one half (½) hour before closing. The library is not able to provide computer instruction or technical assistance for equipment.

### **Setup and Cleanup**

Library staff is not responsible for setting up or cleaning the room, and custodial service is not available. Groups assume full responsibility for arranging their own community rooms and all spaces must be left in good order. Prior to the end of the reservation time, the group must place trash in the available waste receptacles, clean up and restore the room to its original condition and setup arrangement. If additional custodial assistance is required to clean or repair the facility after the room use, the group will be billed a minimum of one hundred dollars (\$100) plus actual cost of any damages.

## Refreshments

Light refreshments or light precooked lunches may be served. Light refreshments are defined as foods that do not require preparation onsite and do not require a heat source. Open flames/fire, including the use of candles and canned heating products, is not permitted. The library reserves the right to deny any refreshments that staff determine do not meet the requirements. Members of the group are responsible for bringing all serving equipment, napkins, cups and other supplies needed for the refreshments. The group is further responsible for all food setup and cleanup. No alcoholic beverages or catering may be served, except for select events in partnership with Milwaukee Public Library through a written agreement.

### Prohibited Uses

- Political campaigning.
- Approaching library users for the purpose of encouraging participation in the group's activities.
- Exchange of money in the meeting space.
- Collection of admission fees, sales of products or services and other direct fundraising activities, without written agreement with the Milwaukee Public Library.
- Personal/family activities, including family reunions, showers, birthday, or other celebrations.
- Use of hard to clean project supplies including paint or glitter.
- Unlawful activity.

## OTHER REQUIREMENTS

All groups must comply with the Americans with Disabilities Act (ADA). Groups using the library's spaces must agree to meet ADA requirements and to provide requested accommodations for meetings or programs. The agreement to provide accommodations is to be included in the publicity or notices for each meeting or program as stated below.

Permission to use a meeting room does not constitute an endorsement by the Library of a program or any point of view expressed. Groups are responsible for producing their own event promotions. Notices of meetings, flyers, news releases or any other promotional materials promoting the event may not identify the library as a sponsor, co-sponsor, or partner. The use of any MPL logo without written library permission is prohibited.

Publicity must also include the following two statements:

- This meeting is not sponsored or endorsed by the Milwaukee Public Library.
- Reasonable accommodations will be provided upon request. Contact the City of Milwaukee ADA Coordinator, 414-286-3475 or [adacoordinator@milwaukee.gov](mailto:adacoordinator@milwaukee.gov) no later than seventy-two (72) hours before the scheduled event.

For programs, the contact person's name and contact information will be given to anyone who would like more information about the event.

The library may impose additional reasonable conditions for the use of its spaces to ensure that public or private property is not damaged through use of its facilities, and to ensure that the comfort, convenience, safety or welfare of the public is not disturbed. The library, at its discretion, may require a space user to provide adequate security services and/or insurance. A representative of the library may enter a room and attend any program or meeting held in library facilities.

Any departure from these policies may be made only with written authorization of the Milwaukee Public Library Director or designee. Based on space usage patterns, policies may be revised without notice.

## **EMERGENCY CLOSINGS**

If Milwaukee Public Library or a branch closes due to an emergency, every effort will be made to notify groups scheduled to use the meeting space. During adverse weather conditions, groups should call Ready Reference at (414) 286-3011 or visit the [mpl.org](http://mpl.org) for closing information.

## **CONTACT INFORMATION**

Library Spaces Team

[LibrarySpaces@milwaukee.gov](mailto:LibrarySpaces@milwaukee.gov)

814 West Wisconsin Avenue

Milwaukee, WI 53233-2309

(414) 286-3030

Business hours: Monday through Friday 8:30 AM to 4:30 PM

# Threshold Guidelines for Occupancy<sup>i</sup>

Community Rooms <i>*5-hour limit per use</i>				
Location	Minimum Attendees	Seated Occupancy <sup>ii</sup>	Fee Required? <i>See Fee Chart</i>	Lead Time
Atkinson Branch*	1	50	No	2 days
Bay View Branch*	1	80	No	2 days
Capitol Branch*	9	50	No	2 days
Center Street Branch*	10	60	No	2 days
<b>Central Library</b>	<b>10</b>	<b>85</b>	<b>Yes</b>	<b>5 days</b>
<b>East Branch</b>	<b>10</b>	<b>85</b>	<b>Yes</b>	<b>5 days</b>
<b>Good Hope Branch</b>	<b>9</b>	<b>75</b>	<b>Yes</b>	<b>5 days</b>
<b>Mitchell Street Branch</b>	<b>10</b>	<b>75</b>	<b>Yes</b>	<b>5 days</b>
<b>Tippecanoe Branch</b>	<b>9</b>	<b>80</b>	<b>Yes</b>	<b>5 days</b>
<b>Villard Square Branch</b>	<b>9</b>	<b>85</b>	<b>Yes</b>	<b>5 days</b>
<b>Washington Park Branch</b>	<b>10</b>	<b>90</b>	<b>Yes</b>	<b>5 days</b>
Zablocki Branch*	1	80	No	2 days

Conference & Study Rooms <i>No fees, 2-day lead time and 3-hour limit per use</i>		
Location	Space Name	Seated Occupancy
Bay View Branch	Study Room	10
Capitol Branch	Conference Room	8
Center Street Branch	Conference Room	12
Central Library	East View Conference Room	16
	Paul Gottfried Krikelas Technology Conference Room	14
	Business Commons Collaboration <sup>iii</sup>	6
	Business Commons Connection <sup>iii</sup>	6
East Branch	Study Room 115	10
	Study Room 116	5
Good Hope Branch	Group Study Room 1	8
	Study Room 2	4
	Study Room 3	2
Mitchell Street Branch	Study Room 205	14
	Study Room 203	4
	Study Room 202	4
Tippecanoe Branch	Study Room	10
Villard Square Branch	Large Study Room	8
	Small Study Room	4
Washington Park Branch	Conference Room	10

Other Spaces at Central Library <sup>iii</sup> <i>No fees and 2-day lead time</i>	
Space Name	Capacity
Rotunda <i>1-hour limit per use</i> For photo shoots only	15
<b>Business Commons</b> <i>5-hour limit per use</i>	
Coworking Counter	Combination Options: Table of 12 Seats (1 available) Table of 6 Seats (2 available) Individual Seat (12 available)
The Huddle (2 available)	10
Collaboration Table (3 available)	4
Window Coworking Counter	4
Semi-Private Workspace (4 available)	1

<sup>i</sup> Exceptions may be granted by the Person-in-Charge, Public Services Area Managers or Associate Director. Fees and locations are subject to change.

<sup>ii</sup> See [Meeting Spaces Descriptions](#) for number of available chairs and tables.

<sup>iii</sup> No refreshments allowed.