



policy

Name: Meeting Rooms
Approved: March 23, 2015 by Franklin Public Library Board of Trustees
Effective: June 1, 2015; Revised March 28, 2016

Policy:

Franklin Public Library (FPL) provides space for community meetings to further the Library's role as a community center. Library meetings rooms are for meetings or programs of an educational, informational, cultural or civic nature. Use of the facilities for FPL, FPL-affiliated organizations, or FPL-sponsored or co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests shall be considered in the following order:

1. City of Franklin governmental units;
2. County of Milwaukee, State of Wisconsin, or United States governmental units;
3. Community not-for-profit cultural or civic organizations;
4. All other uses, including organizations or groups whose primary purpose is religious or business.

Meetings and events must be free and open to any member of the public. This does not apply to use of the rooms by governmental units. Use of an FPL meeting room in no way constitutes an endorsement by the Library of the event or group using the facility.

The following events are not permitted:

- Events of a strictly social nature;
- Events which may disrupt library operations; and
- Religious services.

Events which are approved but which prove disruptive to FPL operations shall immediately cease any disruptive activity upon notification by FPL staff. Events which would interfere with the functions of FPL or its patrons will not be permitted.

Admission may not be charged, donations may not be solicited, and products or services may not be sold, with the following exceptions:

1. Franklin Public Library;
2. Franklin Public Library-affiliated organizations; and
3. Parties that support the core functions of the library, as determined by the Library Director.

If anyone has been found to be misrepresenting themselves or their group, they may be denied future access to the meeting rooms upon determination by the Library Director and/or the Franklin Public Library Board of Trustees.

- Hours of Operation
 - The FPL meeting rooms may only be used during normal Franklin Public Library operating hours, with meetings to begin no less than 15 minutes after the library opening, except at the discretion of the Library Director. This includes setup and clean up. All groups must vacate the meeting rooms 15 minutes prior to library closing.
- Fees
 - Fees shall be charged to ALL groups using the Fadrow Room(s), the Sievert Family Conference Room, and the Technology Lab with the following exceptions:
 - Franklin Public Library;
 - Franklin Public Library-affiliated organizations;
 - City of Franklin, Milwaukee County, State of Wisconsin, and units of the Federal government;
 - Public School Systems serving Franklin; and
 - Exceptions as determined by the Library Director.
 - Fadrow Room(s)
 - \$40.00 per room section for up to 4 hours in a day;
 - \$50.00 per room section for 4 or more hours in a day.
 - \$25.00 for use of kitchen.
 - Sievert Family Conference Room
 - \$20.00 for up to 4 hours in a day;
 - \$30.00 for 4 or more hours in a day.
 - Technology Lab
 - \$20.00 for up to 4 hours in a day
 - \$30.00 for 4 or more hours in a day.

Additional Information:

- Available Rooms
 - Sievert Conference Room: Board table seats 10; room capacity is 16
 - Fadrow Room A (East Room): Auditorium seating for 70; Classroom Seating for 36
 - Fadrow Room B (West Room): Auditorium seating for 40; Classroom Seating for 24
 - Fadrow Rooms A & B: Auditorium Seating for 175; Classroom seating for 90*
 - Technology Lab: Computer class for 12 plus instructor; Meeting space for 20**

*FPL has 175 chairs and 30 tables for the Fadrow Rooms.

**Technology Lab configuration subject to change.

- Use of Facilities and Equipment
 - Rooms shall be setup by FPL staff whenever possible.
 - Special setup requests must be addressed when the room is reserved.

- If users change the room setup, the room shall be returned to its original condition at the end of use.
- Audiovisual equipment shall be made available upon request, if available.
- Any and all supplies and equipment used by the group that has reserved a meeting room must be brought in the day of the event and removed immediately following the event.

- Reservations
 - Fadrow Room(s) and the Sievert Conference Room may be reserved by contacting the Programming & Outreach Coordinator at 414-425-8214, ext. 6211, or by completing a Meeting Room Scheduling Request Form available at the Adult Information Desk. The Programming & Outreach Coordinator or designee will confirm all reservations.
 - Meetings may be scheduled up to four (4) months in advance. Refunds will not be given with less than 24-hours notice.
 - Groups may not reserve rooms more than 12 times per calendar year.
 - FPL reserves the right to cancel scheduled and confirmed bookings of all or part of the Fadrow Room(s) upon seven (7) days' notice, and of the Sievert Conference Room or the Technology Lab upon 24-hours' notice.

- Food Service and Consumption
 - A prep-kitchen is available in the Fadrow Room. Use of this room is subject to a \$25 charge. The Kitchen must be left clean, and all food and beverages must be removed.
 - Food and beverages may be consumed in the Fadrow Rooms, but all remaining food, beverages, and dishware must be removed or properly disposed.
 - In the Sievert Conference Room, only water may be consumed.

- Damages
 - If rooms are not left in useable condition or if there is damage beyond normal wear and tear, charges may be assessed.