

# Brown Deer Public Library

## Community Room Reservation Request

Name of Organization:								
Person Making Request:								
Contact Person (if different):								
Telephone # of Contact:								
Email of Contact:								
Date(s) and time(s) of meeting (s):  <small>Meetings must end 15 minutes before library close, 12 reservations per calendar year maximum.</small>	Date: Click		Date: Click		Date: Click		Date: Click	
	Start:	End:	Start:	End:	Start:	End:	Start:	End:
Estimated attendance:								
Will food be served? What type?:								
Is your organization Tax Exempt? <small>Please provide State or Federal exempt Tax ID number and Organization name</small>								

### Reservations are accepted using the following schedule

<b>Reservation requests will be accepted...</b>	<b>...for the following date ranges:</b>
December-June	January-June
May-December	July-December

Please attach a copy of any promotional brochures, fliers or posters.

For-profit groups and Individuals using the room for personal use will be charged a fee of \$15 per reserved hour or quarter thereof, payable by check, cash or credit. I agree to observe the Library's *Community Room Policy and Rules of Conduct* as written in the *Brown Deer Library Policy Manual*:

1. [Save] to your computer
2. Click [Send by Email]

\_\_\_\_\_  
**Signature of Person making request / Date**

This form may be faxed, scanned and emailed, mailed, or delivered to the Brown Deer Library. For Individual or For-profit use, checks, cash or credit may be made payable to:		
Brown Deer Library 5600 W. Bradley Road Brown Deer, WI 53223	bdpl.ref@mcfls.org 414-357-0106 (phone)	

<b>Staff Use</b>		
Application received date:	Received by:	
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No, reason:		
Fee received date:	Amount:	Received by:

## **Appendix H: Community Room Policy**

### **The Library Community Room may be used by the following groups and in this order of priority:**

- The Library Board
- The Library for library-sponsored activities (including the Friends of the Library volunteer organization)
- Village Committees and Departments to carry on functions relating to government and/or the health, education, safety, culture and general welfare of the citizens of the Village of Brown Deer
- Brown Deer community and school groups
- Local non-profit groups, with provision of tax-exemption documentation
- For-profit groups, and Individuals for personal use

The Library reserves the right to adjust and to rearrange Community Room schedules and assignments as the Library/Village requirements demand. The Library reserves the right to refuse a request when submitted less than 48 hours before its start time.

### **Groups permitted to use the room will be subject to the following rules:**

- A completed reservation request form must be on file at the library.
- No admission fee may be charged nor may a collection be taken. Exceptions must be approved by the Library Director.
- For-profit groups, and Individuals using the room for personal use, will be charged a fee according to the Library's Fines and Charges schedule in this Manual.
- Fund raising events are not allowed unless they are co-sponsored by the Library or the Village.
- Groups of young people under eighteen years of age must have the meeting room application completed by an adult, and two (2) adults must be present at the meeting.
- A responsible person from the group will alert the library staff to open the room and must notify the library staff when the event is over so the room can be locked.
- Groups are financially responsible for any damage, missing items, or cleaning beyond what is normally done.

Granting permission to use the Community Room does not constitute endorsement by the Library or Village of the group or its activities.

In order to establish the fact that the Village and the Library are not sponsoring the event, all publicity must include the following statement:

*"Sponsored by the (insert name of organization booking the room)"*

Groups will be allowed a maximum of 12 uses per year in order to maintain equity of access among current and future requestors.

### **Reservations are accepted using the following schedule**

<b>Reservation requests will be accepted...</b>	<b>...for the following date ranges:</b>
December-June	January-June
May-December	July-December

### **Set-up & Equipment**

- Chairs and tables are available for groups to set up themselves to meet their needs. The furniture is to be returned to the position in which it was found (see Reservation Request form and/or posted notice in Community Room). The room will be inspected by Library staff at the close of the meeting.
- Television, DVD player, microphones and amplification, and a projection screen are available for group use. A video/computer projector is not available.
- Food and beverages may be served with advance permission of the Library Director. Alcoholic beverages or smoking are not permitted. Kitchen facilities are not available.
- The Library cannot be responsible for equipment, materials or property brought to the room by the group or its members.
- Library staff should be notified of any emergency, accident or unusual occurrence during the meeting.
- All meetings must take place during the Library's normal hours of operation.
- The Library Director is authorized to deny permission to any group that is disruptive to library services or deemed an inappropriate use of library facilities.

Amended by Library Board: April 20, 2009; Rev. 12/2013