

MEETING ROOM USE POLICY

Applicants must agree to the following online when applying for the use of a Meeting Room:

The applicant, on behalf of the named organization, has read and agrees to comply with the policies and procedures governing use of the Library meeting rooms. The applicant shall indemnify and hold harmless the City of Brookfield, its officers and employees, and the Brookfield Public Library Board of Trustees from any damages, personal injury, or property damage, and for costs of defending claims for the same, including attorneys' fees, arising out of the acts or omissions of the applicant in its activities at the meeting rooms in the Brookfield Public Library.

Eligibility

The purpose of the meeting rooms is to further the Library's mission in the community by hosting meetings of an informational, cultural, educational, recreational, or civic nature. Meeting rooms may not be used for sales, solicitation, private parties, political campaigns, or fundraising. No admission fee may be charged, nor any collection taken, except in the case of paid registration to cover expenses for Library-sponsored events.

Potential Users and Priority

1. Library events or programs, or those for which the Library is a sponsor, participant, or cooperating agency
2. Other City of Brookfield department functions
3. Meetings sponsored by nonprofit, civic, educational, and service organizations based in Waukesha County
4. Meetings of governmental agencies
5. Meetings of groups based in Waukesha County

General Regulations

- Applicants must fill out an online application to schedule a meeting.
- Meetings may occur only during hours the Library is open.
- Fees are payable at time of application.
- Groups may not advertise meetings to be held at the Library until they receive final approval.
- Any advertisements of meetings must identify the sponsor of the program.
- The use of the name, address, or telephone number of the Brookfield Public Library as the address or headquarters of any group using the Library is prohibited.

- Meeting rooms will not be available for weekly functions. Eligible organizations may book no more than two meetings per month.
- Groups composed of minors (ages 9 and under) must have adult chaperones.
- Meetings or meeting attendees may not disrupt the use of the Library by others.
- The Library is not responsible for non-Library owned equipment or materials which are used in the Library. Equipment may not be stored in the Library.
- Light snacks and non-alcoholic beverages may be served in all meeting rooms except the East Wing if prior approval is obtained and cleanup fee is paid in advance. Full meals may not be served. Each organization is responsible for providing their own supplies and for setup and removal of same.
- Displays may not be affixed directly to meeting room walls.
- Meeting attendance may not exceed room capacity.
- Applications will be reviewed after submittal for eligibility and room availability. Applicants will be notified whether their application is approved or denied. The Library may reject incomplete or falsified applications and may cancel any event reserved upon a falsified application at any time.

Room Capacity & Fee Schedule

Sonia Bielmeier Community Room

Capacity: 130

Food/Beverage Cleanup: \$20

LCD Projector: \$25

Harnischfeger Activity Room

Capacity: 25

Food/Beverage Cleanup: \$10

LCD Projector: \$25

Rotary Club of Brookfield Room

Capacity: 15

Food/Beverage Cleanup: \$10

LCD Projector: \$25

East Wing Meeting Room

Capacity: 8

Approved August 7, 2024