



BROOKFIELD PUBLIC LIBRARY
1900 North Calhoun Road
Brookfield, WI 53005 (262) 782-4140
www.brookfieldlibrary.com
APPLICATION FOR USE OF MEETING ROOMS

Use of the meeting rooms for Library activities is the first priority. The Library reserves the right to cancel a reservation if the room is needed for that purpose. Whenever possible, a 24-hour notice will be given. This right will not be exercised except in emergency situations.
Reservations preferred at least 2 weeks in advance.

(Please print clearly!)

Date of meeting: _____ Time Requested: _____ to _____ (Include set-up and clean-up time)

Full Name of Organization: _____

(No abbreviations, please)

Meetings may be scheduled for any WEEKDAY during hours that the library is open. (M - Th 9:00 am to 9:00 pm; F 9:00 am to 5:00 pm.)

Meetings may be scheduled on Sat. (9:00 am – 5:00 pm) or Sun (1:00 pm – 4:00 pm) ONLY in the Harnischfeger or East Wing rooms.

NO weekend meetings in the Community or Rotary Rooms.

Type of Group (please check one). First time groups may be asked to provide documentation of their status.

- civic social/club educational community/association incorporated registered non-profit other

Describe what your group is or does: _____

Program or agenda of meeting: _____

Contact Person: _____ Phone: Work _____ Home/Cell _____

Address: _____ City / Zip: _____

The undersigned, on behalf of the above 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 for 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.

Taken by: _____
 Library Staff Signature _____ Signature of applicant _____ Date _____

******* ALL APPLICATIONS WILL BE REVIEWED BEFORE FINAL APPROVAL *******
Pre-approval may be available for previously approved users who meet eligibility requirements (see back page)
PLEASE DO NOT ADVERTISE YOUR MEETING UNTIL YOU RECEIVE FINAL APPROVAL.

Estimated attendance: _____ Indicate room being requested and equipment needed.

Equipment fees and refreshment clean-up are payable at time of application. Make check payable to the Brookfield Public Library.

Sonia Bielmeier Community Room (130 capacity)

- Food/Beverage Clean-up (\$20) *
 LCD Projector (\$25) Lectern
 Remarkable board Microphone

Harnischfeger Activity Room (25 capacity)

- Food/Beverage Clean-up (\$10) *
 LCD Projector (\$25) Remarkable board
 Lectern

Tables: _____ Chairs: _____

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(Set-up configuration restrictions apply)

Rotary Club of Brookfield Room (15 capacity)

- Food/Beverage Clean-up (\$10) *
 Remarkable board
 Seats 12 around a large table; audio-visual equipment not available

East Wing Meeting Room (8 capacity)

- Remarkable board
 Seats 8 around a large table; audio-visual equipment not available, food / beverages service not allowed*

*See General Regulations #7 on reverse side; this includes serving coffee, etc.

Stated room capacity shall not be exceeded

We will try to set-up meeting rooms as requested in advance, subject to availability of maintenance staff. When reserving the room, please allow time for your group to set-up. Additional chairs and tables may be available.

ELIGIBILITY

The purpose of the meeting rooms is to further the Library's mission in the community by hosting programs of an informational, cultural, educational, and civic or other public interest nature. Library facilities may not be used for commercial demonstrations or for sales promotion of products or services. Private parties, fund-raising, and solicitation are not permitted. No admission fee may be charged nor any collection taken. The only exceptions are in the case of a paid registration necessary to cover expenses for institutes, courses, or discussion groups with which the Library is cooperating.

Meeting rooms will not be available for repetitive weekly functions. Eligible organizations may book no more than two meetings per month.

Potential Users and Priority

- Library programs, or programs in which the Library is a sponsor, participant, or cooperating agency.
- Other City of Brookfield department functions
- Meetings sponsored by non-profit, civic, and service organizations
- Programs sponsored by educational institutions and organizations having outreach events
- Meetings of local governmental agencies

When the rooms are not needed for activities related to the Library, they may be available for use by groups based in Waukesha County.

GENERAL REGULATIONS

1. 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.
2. Any advertisements of meetings must identify the sponsor of the ad.
3. Persons attending meetings may not leave small children unattended in the Library.
4. Groups composed of minors (under 10) must have adult chaperones.
5. Programs may not disrupt the use of the Library by others. Persons attending the meeting are subject to all Library rules and regulations.
6. The Library is not responsible for equipment or materials owned by a group which are used in the Library. Equipment may not be stored in the Library.
7. Light snacks and non-alcoholic beverages may be served in all meeting rooms except the East Wing if prior approval is obtained and clean-up fee is paid. A Food/Beverage Clean-up fee must be paid in advance. Full meals may not be served. Each organization is responsible for providing their own supplies and for set-up and removal of same.
8. Smoking is not permitted. Use of open flames, incense, or flammable liquids is also prohibited.
9. Stated room capacities shall not be exceeded.
10. Displays *may not* be affixed directly to meeting room walls.
11. Applications must be completed, signed and returned either in person, by mail, by email, or by fax to: (262) 796-6670. Once the application is received it will be reviewed for eligibility and availability. You will then receive a phone call at the number listed on your application with final confirmation.

Do not advertise your meeting until you receive confirmation.