

# **Kenosha Public Library**

## **Rules of Use for Meeting Rooms, Exhibits, and Displays**

---

In keeping with its mission to enrich Kenosha through a better understanding of the community and positively contribute to the community's cultural life, Kenosha Public Library permits members of the public to use library meeting rooms, in accordance with federal and state laws and this policy, when those rooms are not in use for library purposes, library-sponsored activities, Kenosha Public Library Foundation activities, and Friends of the Kenosha Public Library activities.

The Kenosha Public Library makes library meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of groups or individuals requesting their use. Permission to use KPL meeting rooms is not endorsement or sponsorship of any group, individual, organization or event.

---

### **Available Meeting Rooms and Amenities**

#### *Southwest Library*

##### **Activities Room A – Southwest Library**



- Default setup includes 8 tables and 32 chairs
- WiFi Available
- Kitchen available with sink and refrigerator
- Pull-down projection screen

### Activities Room B – Southwest Library



- Default setup includes 30 chairs in a “Theater-Style” arrangement
- WiFi Available
- Two pull-down projection screens
- Ceiling-mounted projector with wall plate (accepts VGA, HDMI, and Composite A/V connections)
- Ceiling-mounted speakers

---

### Activities Room AB – Southwest Library



- Combination of Activities Rooms A & B
- Includes 80 chairs and 12 tables
- WiFi Available
- Kitchen available with sink and refrigerator
- Three pull-down projection screens
- Ceiling-mounted projector with wall plate (accepts VGA, HDMI, and Composite A/V connections)
- Ceiling-mounted speakers
- **Note: To book this room, please call (262) 564-6101.**

### **Conference Room – Southwest Library**



- Large, boardroom-style conference table with twelve chairs
- Beverages in closed containers allowed
- WiFi Available

---

### *Northside Library*

#### **Activities Room A –Northside Library**



- 75 Chairs and 8 tables available
- WiFi available
- Attached kitchen
- One motorized projector screen
- Whiteboard
- Ceiling-mounted projector with wall plate (accepts VGA, HDMI, and Composite A/V connections)
- Ceiling-mounted speakers

### **Conference Room – Northside Library**



- Large, boardroom-style conference table with ten chairs
- Beverages in closed containers allowed
- WiFi Available
- Pull-down projection screen
- Whiteboard

### **Procedures for Meeting Room Use**

Groups may reserve rooms in person, over the telephone at (262) 564-6101, or online through the KPL website (<https://www.mykpl.info/reserve-room>). Walk-in reservations may be available for rooms not in use. All policies and rules must be followed during the use of KPL meeting rooms. Reservation requests are subject to an approval process. Policies, rules, and usage guidelines may be accessed from the Kenosha Public Library website, [www.mykpl.info](http://www.mykpl.info).

## **Rules of Use for KPL Meeting Rooms**

### *General Booking Rules*

- Library facilities are open to groups and individuals engaged in educational, cultural, intellectual, or charitable activities within the community.
- Reservations in the Activities and Conference rooms are not limited to residents of Kenosha County; residents of communities outside of Kenosha County are welcome to make room reservations.
- Library facilities and spaces may be used for non-commercial purposes only. The public may not use meeting rooms for the sale, advertising, or promotion of products or services by commercial or for-profit groups and businesses.
- All meetings and functions taking place in Library spaces shall be open to all members of the public, and no admission charge may be imposed.
- Collecting personal information from program attendees for solicitation purposes is not allowed.
- Fundraising events to benefit the Kenosha Public Library, sponsored by either the Kenosha Public Library, the Friends of the Kenosha Public Library, or the Kenosha Public Library Foundation, Inc., are specifically permitted under these rules.
- Reservations will be taken up to six weeks in advance of the date of the meeting.
- Reservations of the Activities Rooms and Conference Rooms are limited to two meetings per month, per organization or individual. Walk-in use of the rooms without a reservation is on a first-come, first-serve basis and is unlimited.
- Public meeting room reservations are limited to 4-hour periods.
- There is no charge for the use of Library meeting rooms.
- An adult must be present at any meeting of youth under the age of 18 years old. Students wishing to use study rooms must at least be in the 9<sup>th</sup> grade.
- The Activities Room at the Southwest Library is available for public meetings one hour before the library opens from Monday to Friday. Reservations for before-hour meetings must be made at least 48 hours in advance and by phone (262-564-6101).

- Promotional material for groups or events may not use the Library as a contact or suggest Library sponsorship unless the Library agrees in writing to co-sponsor the event or meeting. The Library may be listed as the location of an event only.
  - A representative for the group using the room must check-in at the front desk at the time of the reservation, and a group representative must check out with Library staff when the meeting is finished.
  - Study rooms are available on a first-come, first served basis to the general public. Literacy tutors may make advance reservations.
  - As much advance notice of cancellation as possible should be given in order to allow other groups' and organizations' use of these rooms.
- 

### *Rules of Conduct*

- No candles, incense, Sterno, or other flame- or smoke-producing materials are allowed.
- Snacks and non-alcoholic beverages may be served in Library Activities Rooms. Food is not permitted in Library Conference Rooms or study rooms.
- Taping of materials to the walls and doors is prohibited. Tack strips are provided in Activities Rooms.
- Chairs and tables are provided in all rooms and may be rearranged. Users are responsible for setup and takedown of room arrangements and should plan the timing of bookings accordingly.
- The library is not responsible for the security of items used by groups or items left unattended. Items may not be stored at the Library.
- The Library has the right to decline activities that are deemed too noisy for a Library setting.
- Library rooms must be left in a clean, sanitary, and orderly condition after their use. Users accept financial responsibility for any damage caused to library property or equipment.
- Failure to abide by these rules may result in cancellation or refusal of future reservations.

## **Library Bulletin Boards Procedures and Rules of Use**

- Postings must be approved by the Person in Charge at any library location or the Communications Specialist.
- Items will be posted as space allows by library staff. Space limitations may necessitate removal or rearrangement of postings by Library staff.
- The Library will not be responsible for missing or damaged posters, nor will the Library be responsible for returning items to individuals after posting.

The following items will NOT be posted at Kenosha Public Library locations:

- Postings of political party platforms, endorsements of candidates, or notices advocating the election of any candidate or referendum position.
- Postings advocating a position on a public issue, except for notices of meetings of governmental or public utility bodies or sub-units.
- Notices or advertisements to recruit membership in any organization.
- Commercial postings.
- Legal notices for nongovernmental agencies, except for public utilities.
- Personal notices, i.e., lost pets, rummage sales, personal benefit events, etc.

## **Materials for Public Distribution Procedures and Rules**

The Library accepts materials for public distribution having a public information purpose from non-profit organizations, educational institutions, public utilities, and governmental agencies.

Materials for public distribution should be referred to the Communications Specialist for system, and/or countywide distribution to Library locations. Space for these materials is limited and varies among the library buildings. Not all items submitted may be able to be distributed due to space considerations and appropriateness of the material. Priority is given to local non-profit organizations and events. The Library Director is responsible for developing rules and procedures for deposits and retention.

## **Public Exhibits & Displays at Libraries Procedures and Rules**

### *Available Space*

Exhibits in the following library locations may be approved if they do not interfere with normal library use.

- Southwest Library has no enclosed display cases. The Head of Youth Services will authorize the placement of items on tack-able wall surfaces and on top of low shelving units in the Children's Room as space permits.
- Northside Library has one display case in the vestibule.

### *Conditions*

- All requests for use of space should be referred to the person in charge at each building or designee. Requests that do not fall clearly within these guidelines should be referred to the Communications Assistant.
- The person in charge at each building or designee shall determine arrangements for and duration of exhibits and displays.
- The Library is not responsible for risk of loss or damage to exhibits and displays.
- The exhibitor is responsible for the installation, arrangement, care, supervision, dismantling, and removal of exhibits and displays.
- Hours exhibits and displays are open to the public must coincide with regular business hours that the library is open.
- The Library Director or designee shall approve or disapprove all exhibits.
- The library does not charge for use of exhibit space.

- Exhibitors may not display items for sale, lease, or rent. Commercial organizations and businesses are excluded from using Library display space. Only non-profit art, cultural, and educational organizations may use Library display space.

---

---

## **Policy Administration**

The Library Director shall be responsible for the administration of these policies and to assure that Library use conforms to the mission of the Library.

---

---

## **Conditions of Approval/ Disapproval**

The Library Director shall have authority to impose reasonable conditions of approval or disapproval on any application.

---

---

## **Appeal**

Any applicant may appeal any disapproval or condition of approval under this policy to the Library Board. The decision of the Library Board shall be final.