



KENOSHA PUBLIC LIBRARY

PUBLIC USE OF RESERVABLE SPACES AT THE LIBRARY

The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.

RESERVABLE SPACES AT THE LIBRARY

The primary use of Kenosha Public Library (KPL) spaces is for library activities and programs, and as such, library needs and uses take precedence over all other use of the spaces.

However, KPL endeavors to enrich Kenosha through a better understanding of the community and to positively contribute to the community's cultural life through a creation of welcoming and inclusive spaces. Therefore, in accordance with federal and state laws, KPL will make its library meeting rooms and study rooms available for public use. Meeting and study rooms are heavily used and this policy aims to support equitable distribution of a shared community resource.

The Kenosha Public Library makes library meeting and study rooms available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and the use of the Library's rooms does not constitute the Library's endorsement or advocacy of a meeting's content or an individual/group. Therefore, Library meeting room use may include content that may be unorthodox, unpopular, or controversial in nature. Kenosha Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the [Library Bill of Rights](#).

RESERVATION AND SCHEDULING

- Users reserving library spaces may reserve up to 4 hours at a time, during library hours.
- Rooms must be vacated 15 minutes prior to library closing time.
- Spaces may be reserved online, at a service desk, or via phone up to 90 days in advance. Same-day walk-in use is granted on a first-come, first-served basis.
- Users age 15 and below must have a parent or guardian book meeting rooms on their behalf. Study rooms may be booked without a parent or guardian.
- Reservations will be forfeited if the room is unused for more than 15 minutes after the start time.
- If the user intends to leave the library during their reservation for more than 15 minutes, permission must be obtained from KPL staff. If permission is not obtained and the user has exited the library for more than an hour, the reservation will be considered concluded and the space will be available for other reservations.
- Items left in reservable spaces past the end of the reservation will be moved to the KPL lost and found, and subject to lost and found procedures.

- Library staff should be notified of reservation cancellations at least 24 hours in advance. Cancellations can be made by calling or emailing any branch service desk.
- In the event the Library is unexpectedly closed, reservations scheduled during that time will be canceled and the user will be notified via the contact information on file with the reservation. In the event of cancellation, the user is responsible for notifying any planned attendees or participants.
- Reservable library spaces are available at no-charge to individuals, community and neighborhood groups, educational and cultural institutions, government agencies, non-profit organizations and for-profit organizations, provided it is not for the purpose of sales or solicitations.

PARAMETERS OF USE

- The responsible party for the reserved space is the individual or organization under whose name the reservation was made.
- Programs and events held in library spaces that support 15+ people must be free and open to the public. Anyone requesting admittance to the program must be allowed to attend free of charge, and with no donations solicited.
- Meetings of organizations or small groups with restricted invitation lists may be held in library spaces. Examples include board or administrative meetings, tutoring sessions, planning meetings, Scouts meetings, legal meetings, or book clubs.
- The Library does not permit library space to be reserved for parties, including but not limited to baby showers, birthday parties, or weddings.
- The Library only generates publicity for library and library sponsored events. Therefore, only these events will appear in the public view on the KPL events calendar. The Library does not promote non-library events/programs on the website or event calendar.
- Publicity generated by the user for a reservation in a Library space may include reference to the Kenosha Public Library as location/directional information only. The use of the name, address, or telephone number of the Kenosha Public Library as contact information for or as a representation of any group or organization reserving Library spaces is prohibited. Publicity for activities held in library spaces must clearly and prominently identify the name of the organization or group as the host of the event. Use of the Library logo is prohibited without prior permission. Contact marketing@mykpl.info to request logo privileges.
- Users are responsible for complying with copyright laws and for securing necessary performance licenses for media showings and exempt the library for any failure to do so.
- Any use or activity that is in violation of local, state, or federal law is prohibited in library buildings or on library grounds. User individuals/organizations are responsible for ensuring antidiscrimination and also compliance with the Americans with Disabilities Act, including providing an interpreter, if requested.
- The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Library staff have free access to rooms at all times.

- In the event of misconduct, library staff may immediately terminate the reservation and clear the premises. Permission to use library spaces is revocable and does not constitute a lease.

SAFETY

- Designated room capacities may not be exceeded and all exits and doors must remain unobstructed for fire safety.
- Users may not cover windows in any reservable spaces.
- Users may not bring crockpots, microwaves, toaster ovens, or other heating devices for use in reservable library spaces without approval.
- Use of reservable library spaces may not be disruptive of the programs and activities of the Library, nor may it create a public safety hazard. Accordingly, noise level is subject to regulation by library staff.

CONDUCT

- Users of all library spaces, reservable or otherwise, are subject to the [KPL Rules of Conduct for our Library Patrons](#). The applicant is responsible for ensuring the rules of conduct are followed within the space.
- Children and young people in all library spaces must be adequately supervised at all times, as described in the policy for [Safety of Minors in the Library](#).
- Library facilities may be used for non-commercial purposes only. No direct solicitation of goods or services, fundraising, sale of merchandise, order placement, or demonstrations or showcasing of products to the public are permitted on library property.

SET UP & CLEAN UP

- The user assumes full responsibility for setting up the furniture in their reserved spaces and all spaces must be left tidy and in working order.
- Following room use, the user must clean up the room and return furniture to the original arrangement, to the best of their ability.
- Light refreshments are welcome in activity and conference rooms, provided the users return the space to its original state. Beverages with covers are welcome in study rooms. Users are responsible for bringing all of their own serveware, napkins, etc. Users are responsible for all food setup and cleanup. Alcohol is not permitted.
- Library space users may not post signs, banners, flags, or other displays on the walls or exterior of the library.
- If the room is left with damages, missing equipment, or requires extra cleaning beyond normal wear and tear, the Library may bill the user for expenses incurred, at a minimum of \$50. The library is the sole determinant of whether damaged furnishings and/or equipment can be repaired or replaced and will make all arrangements to do so. For any

instances in which charges are incurred, the individual, group, or organization will not be permitted to reserve library space again until all charges have been paid in full.

LIABILITY

- Permission to use a space does not imply library endorsement of the views, aims, policies, or activities of any group or organization.
- The Library is not responsible for any items or equipment left in the rooms.
- User agrees to abide by all regulations of the Library regarding use of facilities and accepts responsibility for any damage caused to the building or its equipment, other than normal wear, resulting from the reservation(s).

KPL KIDS @ UPTOWN LIBRARY SPACES

Wellness Room

The purpose of the KPL Kids @ Uptown Library Wellness Room is to allow for the private expression of breast milk, nursing, infant feeding, and calming of infants or very young children. The Kenosha Public Library makes the KPL Kids @ Uptown Library Wellness Room available on an equitable basis.

Guidelines for general use of KPL meeting rooms apply as well as the following room-specific guidelines:

- There is only room for one adult and up to two children in the Wellness Room.
- Children in the Wellness Room must be accompanied and directly supervised by a responsible caregiver at all times.
- The Wellness Room will be available for use on a first-come, first-served basis. Requests must be made in person. Advance reservations will not be accepted.
- The Wellness Room is available to be booked for 30 minutes at one time.
- The Wellness Room will only be available during the Library's operating hours. Use of the room must conclude 30 minutes prior to the Library's posted closing time.
- Covered drinks are allowed in the Wellness Room. With the exception of dietary or medical needs, food is not allowed in the Wellness Room.
- The Wellness Room will not be under continuous staff monitoring while in use. Valuables should not be left unattended.
- Patrons using the Wellness Room must clean up after themselves and attempt to return the room to its original state. Patrons should notify Library staff if cleaning supplies or additional assistance is needed to facilitate a clean, orderly space.
- Patrons must notify Library staff when they are done using the Wellness Room.
- Patrons will notify Library staff if items are broken.

Calming Room

The purpose of the KPL Kids @ Uptown Library Calming Room is to help support the sensory needs of visitors to the Library. The Kenosha Public Library makes the KPL Kids @ Uptown Library Calming Room available on an equitable basis.

Guidelines for general use of KPL meeting rooms apply as well as the following room-specific guidelines:

- The Calming Room is available for one group of up to four people at a time.
- Children ages 8 and younger, as well as individuals of any age who need support and/or assistance, must be accompanied by a responsible caregiver at all times while using the Calming Room.
- The Calming Room will be available for use on a first-come, first-served basis. Requests must be made in person. Advance reservations will not be accepted.
- Use of the Calming Room is limited to 30 minutes per group. 15 minutes of cleaning/resetting time will automatically be added to the end of each 30-minute period.
- The Calming Room will only be available during the Library's operating hours. Use of the room must conclude 30 minutes prior to the Library's posted closing time.
- Covered drinks are allowed in the Calming Room. With the exception of dietary or medical needs, food is not allowed in the Calming Room.
- The Calming Room will be locked unless in use. While it may be monitored by staff from time to time, the room will not be under continuous staff monitoring while in use. Valuables should not be left unattended.
- Patrons using the Calming Room must clean up after themselves and attempt to return the room to its original state. Patrons should notify Library staff if cleaning supplies or additional assistance are needed to facilitate a clean, orderly space.
- Patrons must notify Library staff when they are done using the Calming Room.
- Patrons will notify Library staff if items are broken or missing.

The Library Director shall establish the rules, parameters of use, and the facilities that may be used for public purposes. The Library Director or their designee may also make exceptions to these rules and parameters when special considerations warrant. Library needs and uses, including those of the Kenosha Public Library, the Kenosha Friends of the Library, and the Kenosha Public Library Foundation are exempt from this policy and may operate in library spaces at the discretion of the Library Director.

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