

Using the Reservable Meeting Spaces

Menomonee Falls Public Library

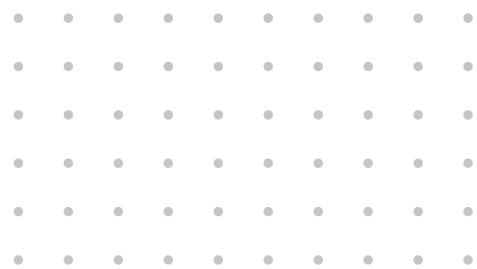


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Meeting Spaces

Allowable & Prohibited Use

Thank you for choosing to host your meeting, program, or event at the Library! This document contains important information about utilizing our spaces and resources.

You can review our full Meeting Space Policy on our website.

Allowable Use

- Meetings of or programs by organizations engaging in civic, educational, fraternal, cultural, intellectual, or charitable activities regardless of the beliefs or affiliations of the group or non-profit
- Meetings of or programs by government agencies
- Meetings of for-profit agencies for staff training or other activities which do not lead to any monetary gain

Prohibited Use

- Programs whose purpose is the sale, advertising, or promotion of products or services or includes selling a product or service
- Collection of free-will offerings*
- Events where admission is charged in any way (including paying to attend or being asked to donate in order to attend)*
- Private social functions (birthday parties, baby showers, company parties, etc.)
- Use intended, directly or indirectly, to obtain clients/customers for a for-profit organization
- Meetings or programs which fit the criteria listed under Denial of Service (see Meeting Space Policy)

*Exceptions may be made for fundraising activities directly benefiting the Library.

Meeting Spaces

Policy & Expectations

General Rules

- Room reservations must be made by an applicant 18 years of age or older who will be present for the entire event and have a valid Bridges Library System Library Card. (CoLab users do not need to be 18 years of age.)
- Use of the meeting spaces may not be disruptive, violate any Library policies or rules, or interfere with the normal use of the Library, including behavior or activity that may be unreasonably disruptive to regular Library functions or any activity that may pose a risk of injury, disruption, danger, or liability.
- All technical support is the responsibility of the Applicant booking the space. Library staff will not provide training during a room reservation and cannot guarantee technical support.
- Chairs and tables are available for groups to set up to meet their individual needs. Library staff are unable to assist with the moving of any furniture.
- When the meeting is concluded, the space must be cleaned and all furniture returned to its original arrangement and condition.
- Displays, signs, banners, flags, or decoration should not be taped or fixed to any walls, doors, ceilings, or windows within the Library or on Library property.
- No exit or entry doors may be locked or barred.
- Non-alcoholic beverages may be served. Alcoholic beverages are prohibited. Food may be served with respect to the cleanliness of the space. The Library does not provide any serving equipment.
- Spaces must be vacated at least 30 minutes before the Library closes.
- Announcements, press releases, flyers, etc., should clearly indicate the Library is a meeting location only and not the permanent address of the organization.

In-Library Catering with Latitude Cafe

Latitude Cafe, located on the second floor of the Library, is available for your catering needs! They have a robust menu featuring a variety of beverages, sandwiches, sweet treats, and more. Check out their menu by clicking [here](#).

For larger orders, please contact Latitude Cafe at least one day in advance. You can email them at latitudecafellc@gmail.com or call them at **(414) 975-2677**.

Have a smaller group? You are welcome to order during your event by scanning the QR code in the room, clicking the link above, using the ordering kiosk in the Library's lobby, or stopping in the Cafe.

The best part? 10% of sales go directly back to the Library!



Latitude Cafe Catering Orders

Email: latitudecafellc@gmail.com

Phone: (414) 975-2677

Checking In Before Your Reservation

- Please arrive promptly at the start of your meeting room reservation.
- The person who made the meeting room reservation will be the first person let into the space.
- The person who reserved the room should make their way to the following Library Service Desks when checking in:
 - For the Community Room and Board Room, please visit the Circulation Desk (1st floor)
 - For the Children's Program Room, please visit the Children's Reference Desk (1st floor)
 - For CoLabs A and B, please visit the Adult Reference Desk (2nd floor)
- For all rooms *except* the CoLabs: You will be asked if you need access to the Library-owned audiovisual equipment (microphones, HDMI cables, etc.) If you do, the items will be checked out on your Library card. You must bring them back to the desk after your event has concluded.
- For all rooms except the CoLabs: The Library staff member will give you a clipboard with a cleaning checklist.
- If you have excess garbage or require a vacuum or other cleaning supplies, please let a Library staff member know. The Library reserves the right to charge a cleaning fee for any room left in disrepair (i.e.: another group would not be able to use the room immediately after your reservation).

Community Room

Room and Furniture Layout

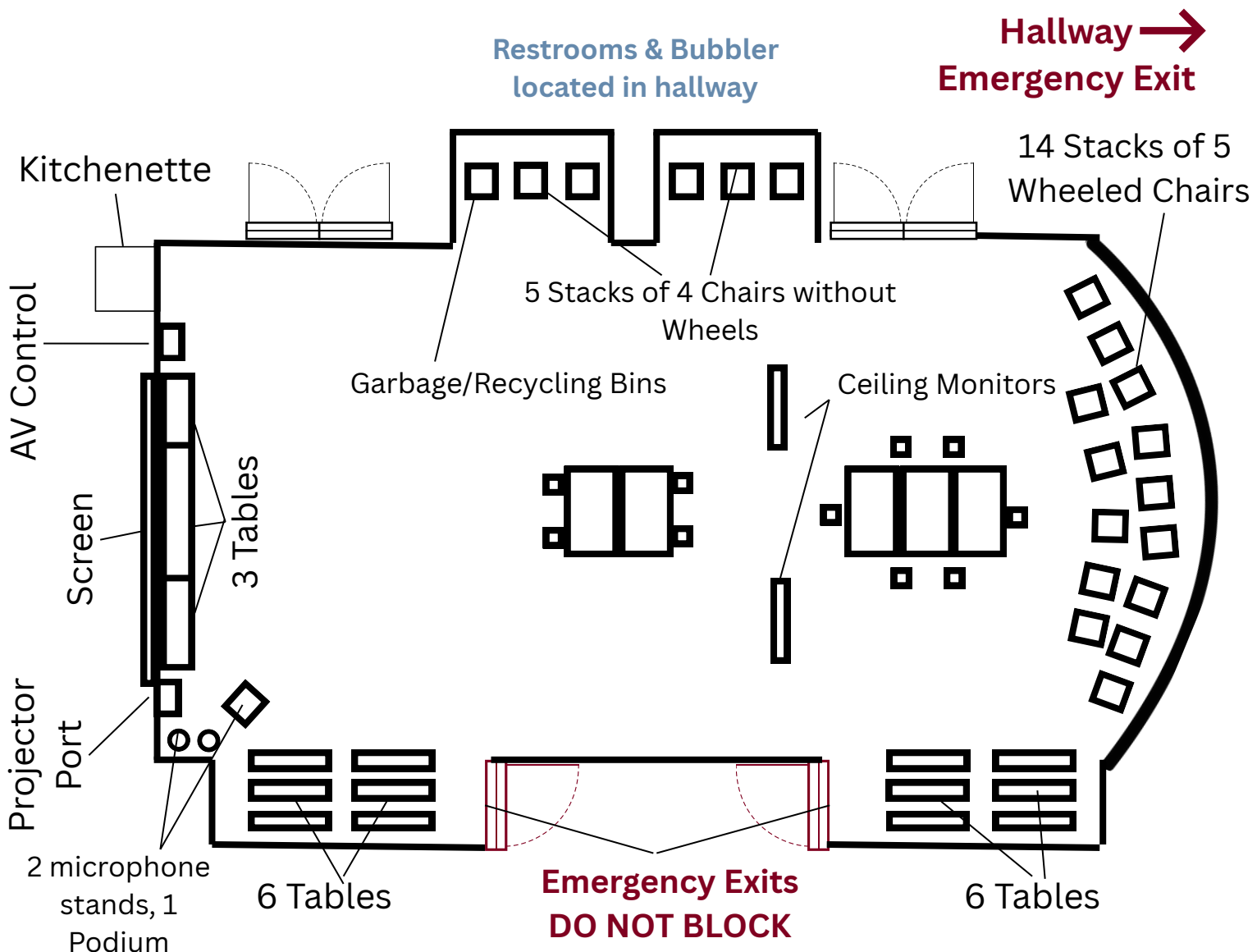
Minimum Occupancy 5.

Maximum Occupancy 100 (seated or standing) not at tables

Link to Panoramic Tour [HERE](#).

Equipment available for group use:

- 20 six-foot wheeled tables
- 100 chairs (20 without wheels, 80 with wheels)
- Standing Podium
- Tabletop Podium
- Access to sink and kitchenette available upon request
- Projection Screen and 2 Display Monitors
 - Projection Sources include HDMI input, Clickshare, or Audio Input
 - Blu-Ray/DVD player projection available upon request
- Microphones (2 handheld with stands, 1 lavalier clip-on)
- Hearing Loop
- 2 Hearing Loop Receivers with headphones



Children's Program Room Room and Furniture Layout

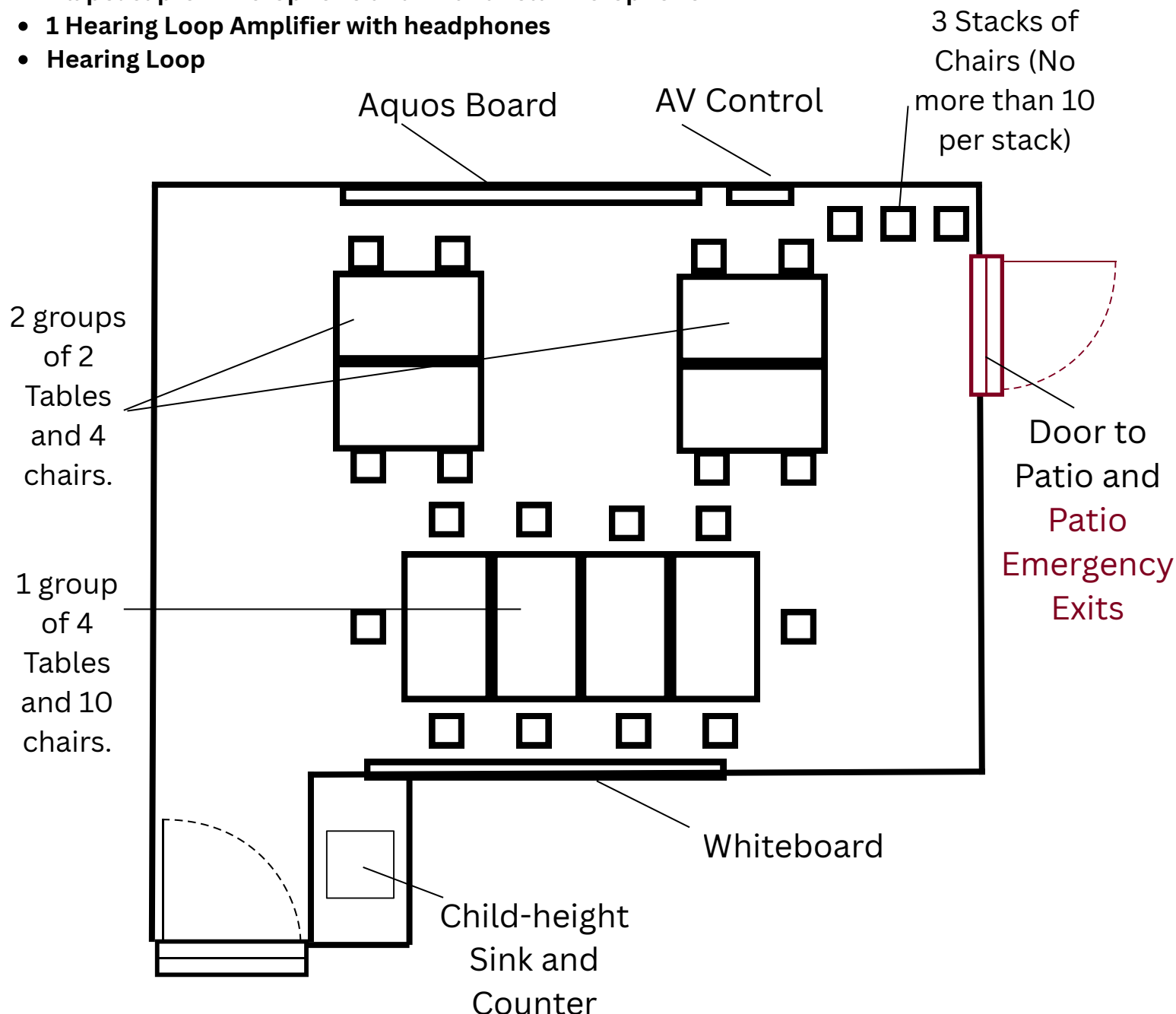
Minimum Occupancy 5.

Maximum Occupancy 40 (seated or standing) not at tables

[Link to Panoramic Tour HERE.](#)

Equipment available for group use:

- 6 height-adjustable rectangular tables
- 40 chairs
- Whiteboard
- Child-height sink and countertop
- Sharp Aquos Board with Internet access and HDMI or flash drive input
- 1 lapel clip-on microphone and 1 handheld microphone
- 1 Hearing Loop Amplifier with headphones
- Hearing Loop



Board Room

Room and Furniture Layout

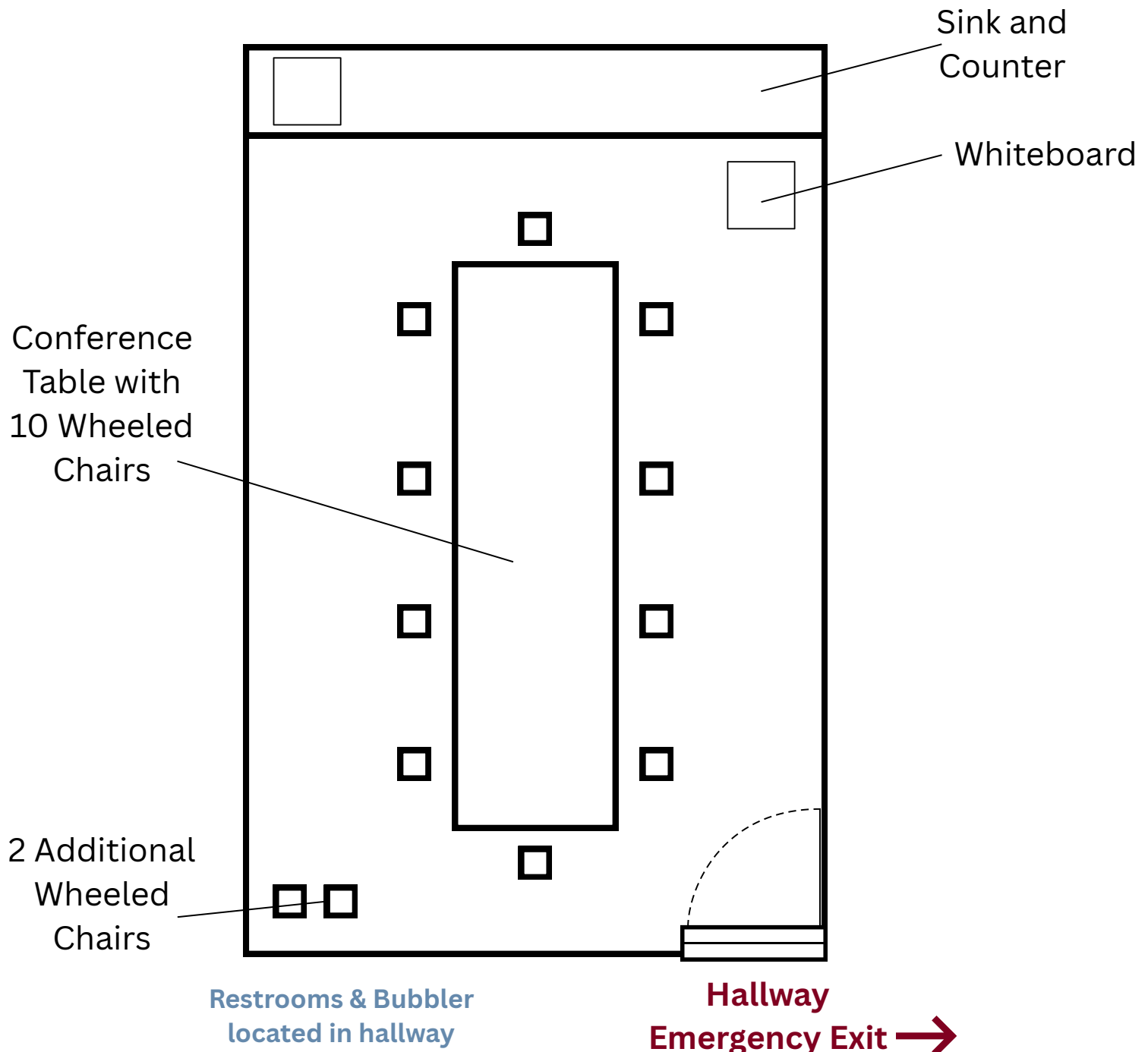
Minimum Occupancy 5.

Maximum Occupancy 12 (seated or standing) not at tables

[Link to Panoramic Tour HERE.](#)

Equipment available for group use:

- Conference table
- 12 upholstered chairs on casters
- Whiteboard
- Sink and countertop



CoLab A

Room and Furniture Layout

Minimum Occupancy 1

Maximum Occupancy 7

[Link to Panoramic Tour HERE.](#)

Equipment available for group use:

- 2 long tables
- 7 rolling chairs
- 1 Samsung QN85D Smart TV monitor with adaptors
- 1 Whiteboard and Markers



Table and 5 Rolling Chairs

White Board

Samsung Smart TV
and Accessories

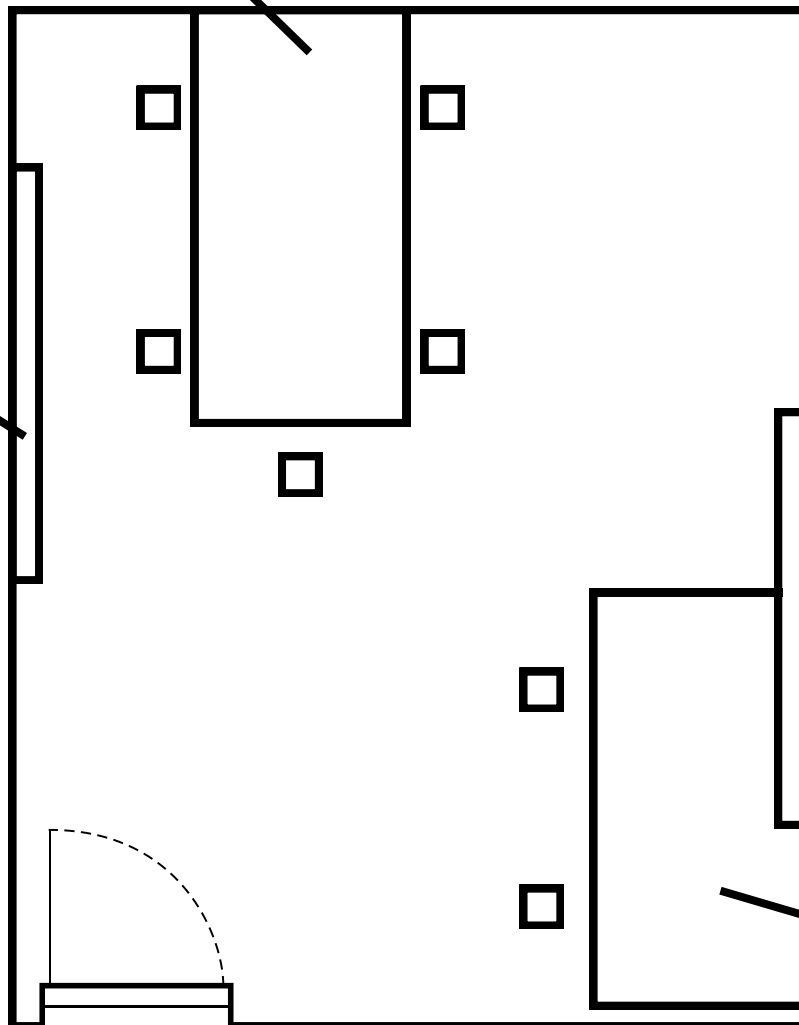


Table and 2 Rolling
Chairs

CoLab B

Room and Furniture Layout

Minimum Occupancy 1

Maximum Occupancy 7

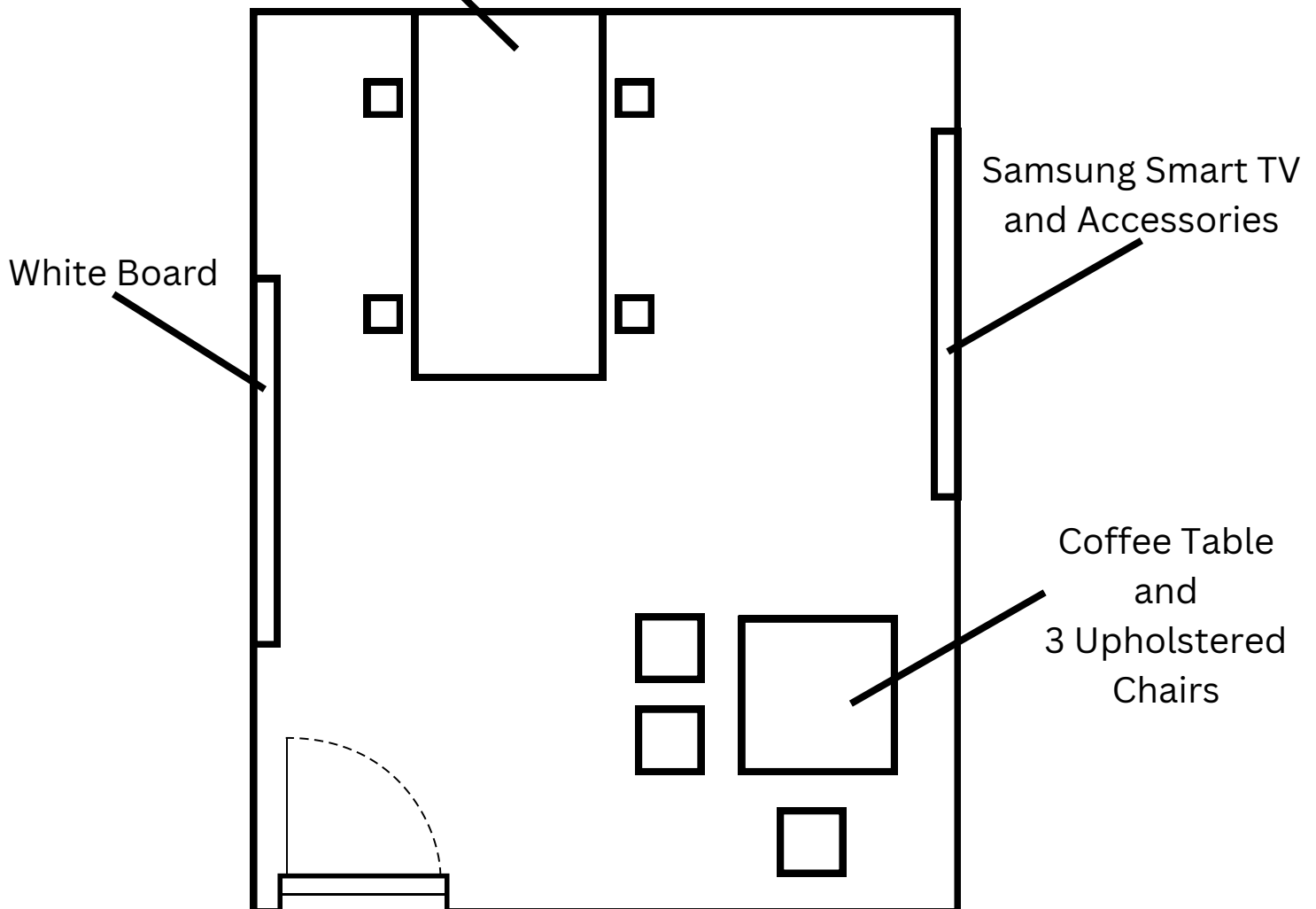
[Link to Panoramic Tour HERE.](#)

Equipment available for group use:

- 2 long tables
- 4 rolling chairs
- 3 upholstered chairs
- 1 rectangle/coffee table
- 1 Samsung QN85D Smart TV monitor with adaptors
- 1 Whiteboard and Markers



Table and 4 Rolling Chairs



Community Room

Using the AV & Technology

Hearing Loops

The Community Room is equipped with a hearing loop, an assistive listening system designed to provide clearer sound to a personal hearing device.

With a hearing aid:

If your personal hearing device is equipped with a T-Coil, set your hearing aid to the T setting. Depending on the device, this can be done by pushing a button, toggling a switch, or using a remote control.

Without a hearing aid:

If your hearing device does not have a T-coil or you do not have a hearing aid, you can acquire headphones and a loop receiver that will work with the Hearing Loop system. The receivers are located on a shelf at the front of the room to the right of the speakers and screen.

To use the receiver, remove the receiver from its charging base.

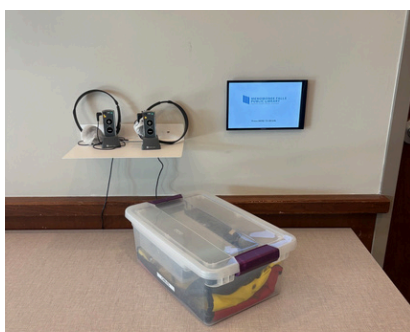
Press and hold the green power button for two seconds. A green LED light will be lit up in the battery icon. It will flash every 3 seconds indicating that the receiver is active.

If the speaker is using a microphone, press and hold the **T** button for 2 seconds until the **T** below is lit up. If the speaker is not using a microphone, turn the **T** button off until the **T** below it is not lit up.

The **+** button increases the volume and the **-** button decreases the volume. When you are finished using the receiver, press and hold the green power button for two seconds.

Replace the receiver and headphones on the shelf in its cradle.

For an instructional video on how to use the receiver, scan the QR code below.



<https://www.youtube.com/watch?v=ELeFI3KogNo>

Community Room

Using the AV & Technology

Microphones

The Community Room is equipped with 2 handheld microphones and 1 lapel microphone. These can be borrowed by checking out the box of Community Room AV accessories from the Circulation Desk. This will reflect on your Library card. Damage or failure to return these items will result in replacement charges.

Extra batteries for the microphones are included in the bin. Floor stands for the handheld microphones are located in the room by the flag.



Turn the microphones you wish to use on. Go to the panel screen on the front wall of the room. Click on the screen where it says **Press Here to Begin**.



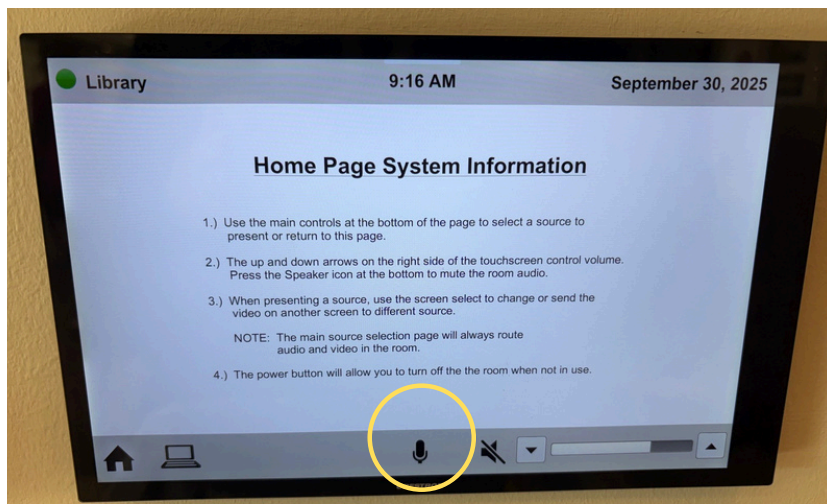
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Community Room

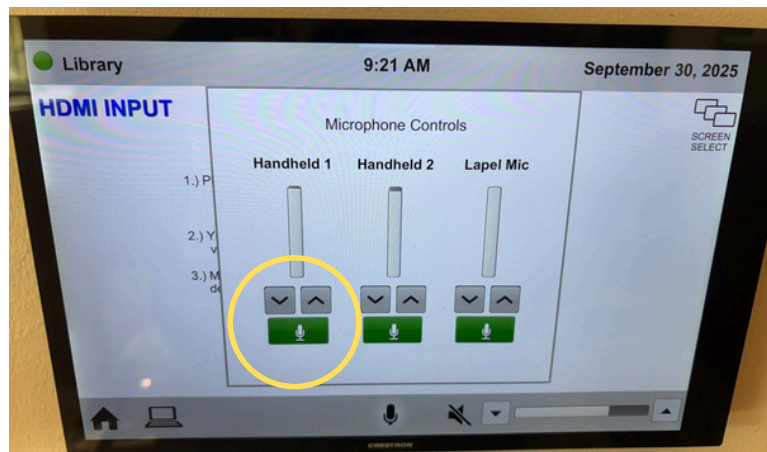
Using the AV & Technology

Microphones continued...

Click on the microphone icon on the bottom of the screen.

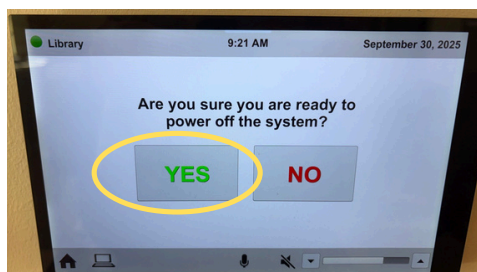
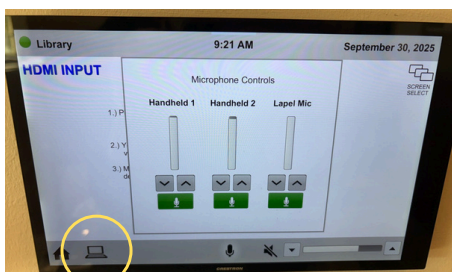


Adjust the volume for each microphone with the up and down arrows. To completely mute a microphone, click on the green microphone symbol. To unmute, click it again.



When completed, please make sure each microphone is powered off before putting them back in the bin.

To turn off the system, press the laptop symbol on the screen, then select YES.

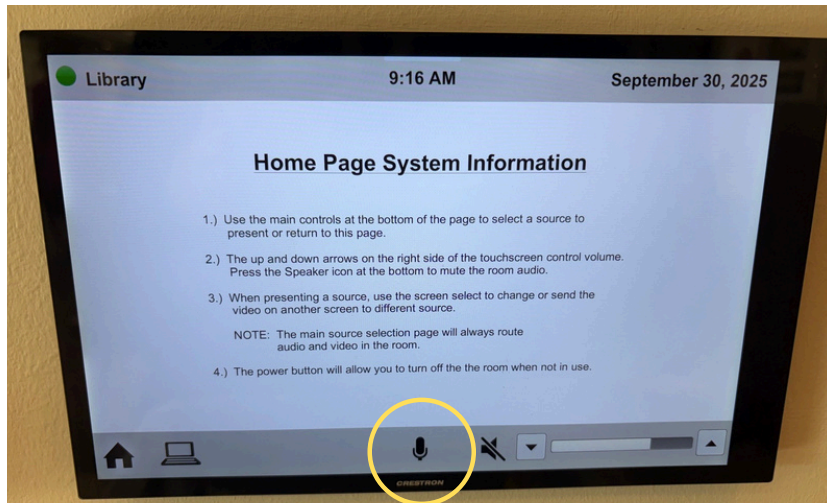


Community Room

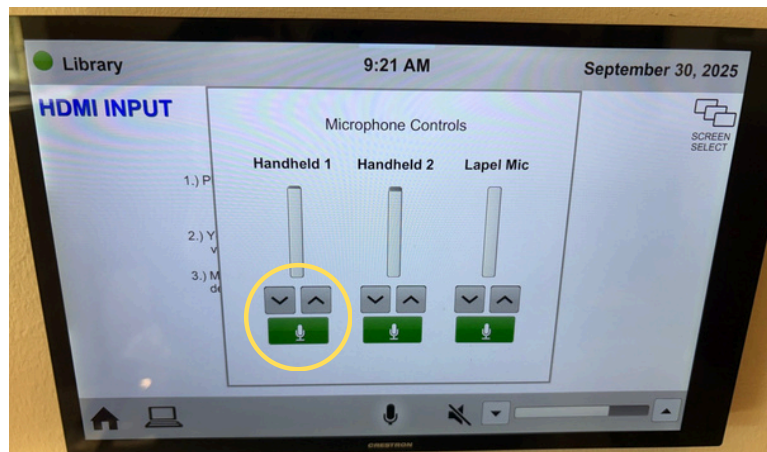
Using the AV & Technology

Microphones continued...

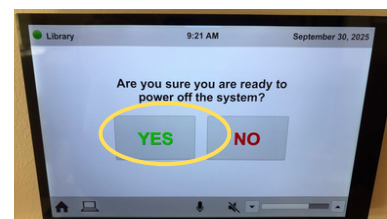
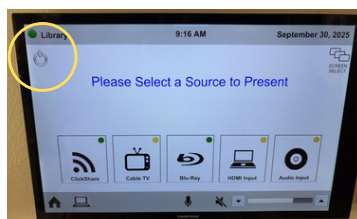
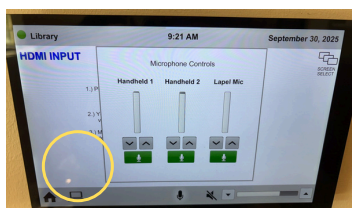
Click on the microphone icon on the bottom of the screen.



Adjust the volume for each microphone with the **up and down arrows**. To completely mute a microphone, click on the **green microphone symbol**. To unmute, click it again.



To turn off the system, press the **laptop symbol** on the screen, press the power button on the top left, then select **YES**.



When completed, please make sure each microphone is powered off before putting them back in the bin.

Community Room

Using the AV & Technology

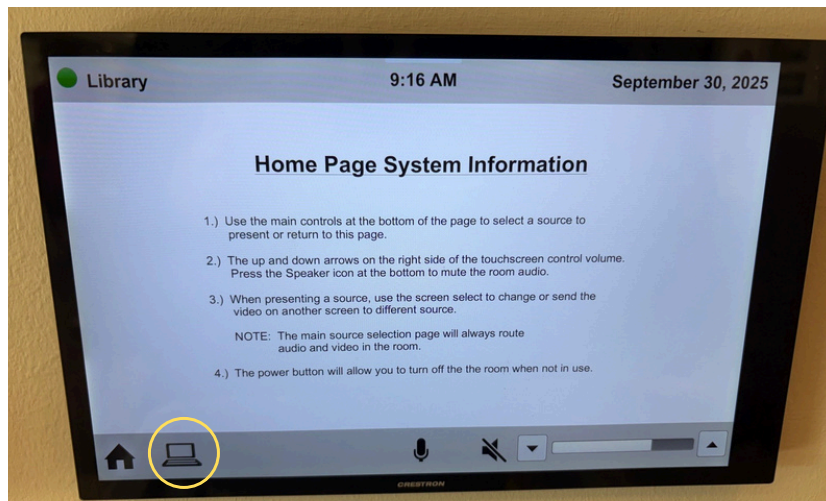
Connecting to the Screen via HDMI cord

You can connect to the screen to project from your laptop via a HDMI cable.

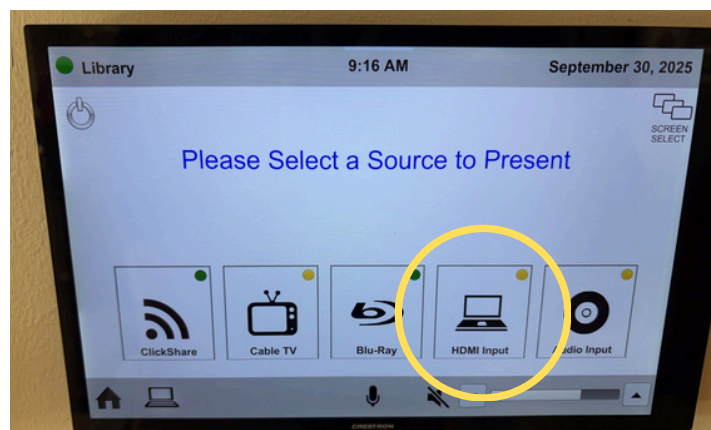
To begin, go to the panel screen at the front of the room. Click on the screen where it says **Press HERE TO BEGIN**.



Click on the **laptop** icon at the bottom of the screen.



Click **HDMI Input**.



continued

Community Room

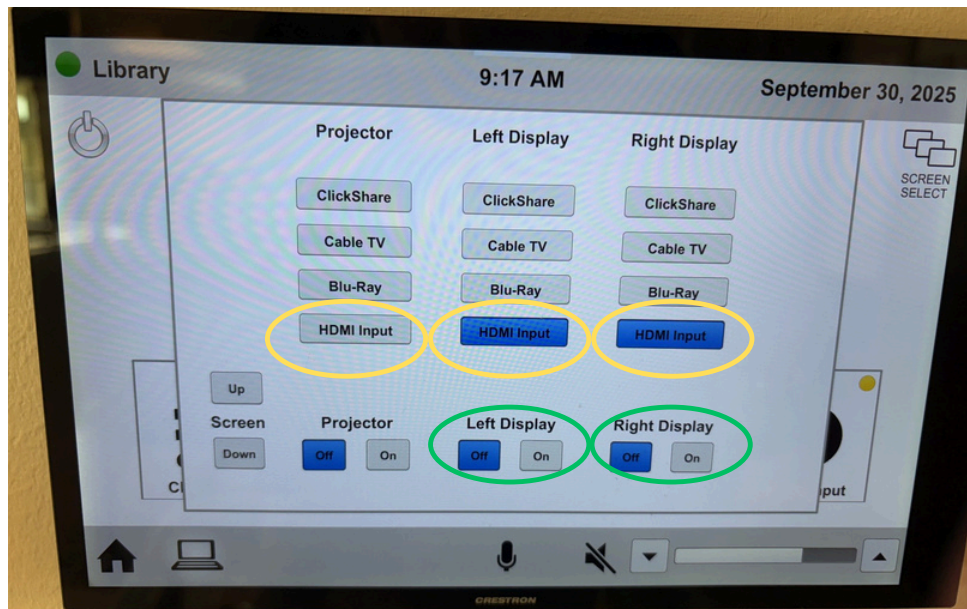
Using the AV & Technology

[Connecting to the Screen continued...](#)

Click **Screen Select** in the top right hand corner.



Choose **HDMI Input** for the Projector. If you would like the two monitors towards the back of the room to also display what is on your screen, select **HDMI Input** for both of those. Please note: You must turn the Left and Right screens on manually. The projector screen should come down automatically.



Find the red sign on the front wall that says **Audio Jack and Video (HDMI) Input**.



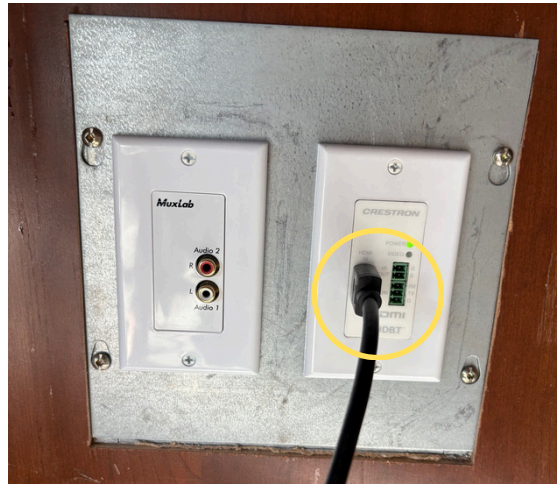
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Community Room

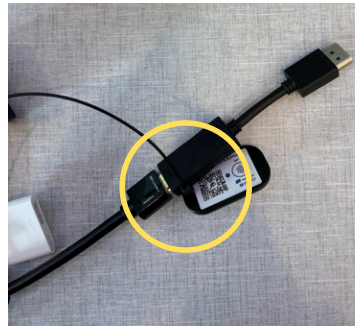
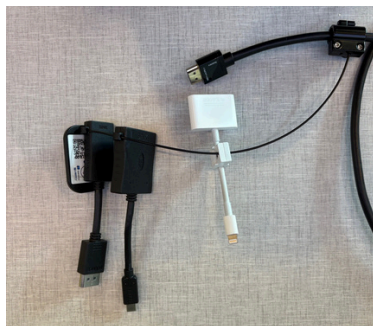
Using the AV & Technology

[Connecting to the Screen continued...](#)

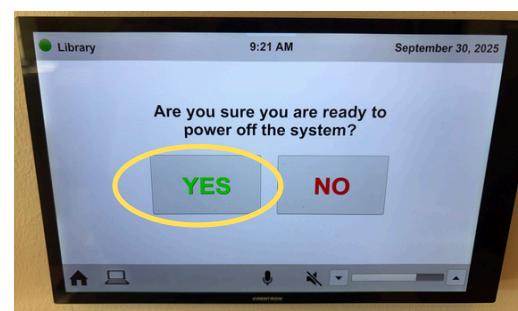
Plug the end of the HDMI cable without the adaptors into the wall port below the red sign (underneath the table).



On the other end of the cord, you can plug in directly to your laptop using the HDMI port or you can connect the adaptors to the HDMI cord and then connect the adaptor to your device. Available adaptors include USB-B, USB-C, and Lightning cable. Do not forget to plug in the adaptor to the end of the long HDMI cord. Your computer will automatically display on the screen.



When finished, click the **power** button in the top lefthand corner and click **YES**. The screen will raise. Put the cables back in the bin.



Community Room

Using the AV & Technology

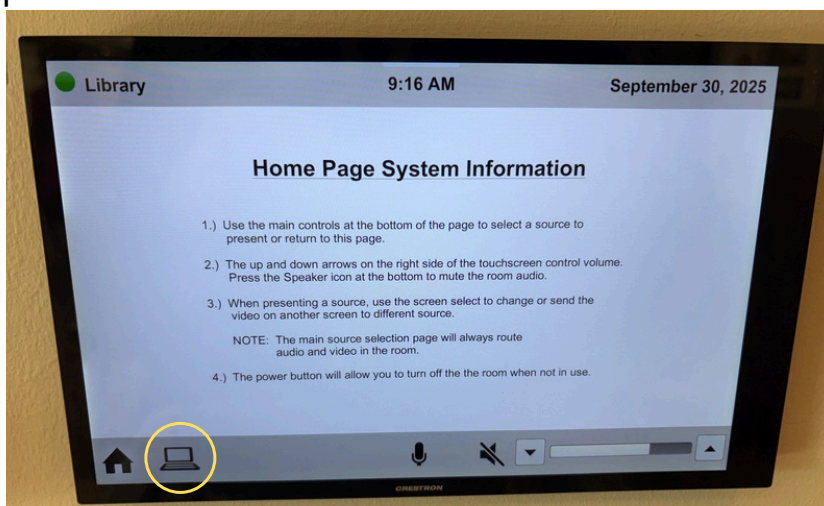
Audio Input

You can connect to the speakers to amplify music or sound using the audio jack in the front wall.

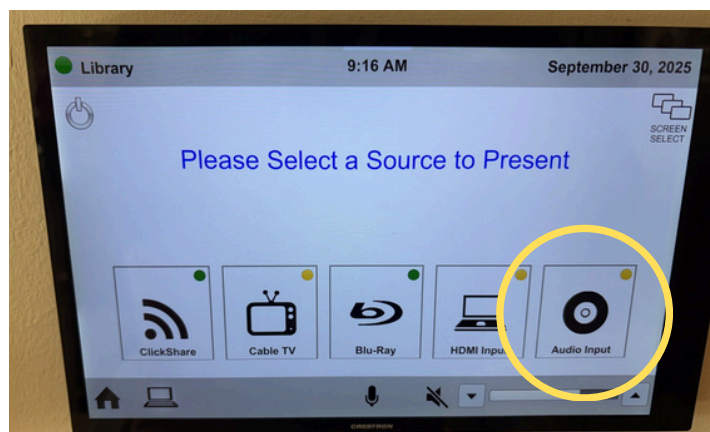
To begin, go to the panel screen at the front of the room. Click on the screen where it says **Press HERE TO BEGIN**.



Click on the laptop icon at the bottom of the screen.



Click **Audio Input**.



continued

Community Room

Using the AV & Technology

Audio Input continued...

Find the red sign on the front wall that says **Audio Jack and Video (HDMI Input)**.



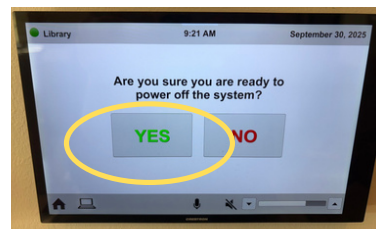
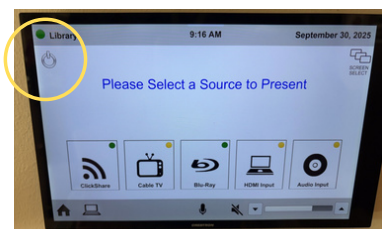
Plug the red and white end of the audio cable from the bin into the wall port below the red sign (underneath the table). Make sure you plug the red jack into the red port and the white jack into the white port.



Plug the other end of the cord directly into your laptop or music source. Adjust the volume using your laptop or music source.



When finished, unplug the cables, return them to the bin, then click the power button in the top lefthand corner and click YES.



Children's Program Room

Using the AV & Technology

Hearing Loops

The Children's Program Room is equipped with a hearing loop, an assistive listening system designed to provide clearer sound to a personal hearing device.

With a hearing aid:

If your personal hearing device is equipped with a T-Coil, set your hearing aid to the T setting. Depending on the device, this can be done by pushing a button, toggling a switch, or using a remote control.

Without a hearing aid:

If your hearing device does not have a T-coil or you do not have a hearing aid, you can acquire headphones and a loop receiver that will work with the Hearing Loop system. The receivers are located on a shelf in the back of the room to the left of the whiteboard.

To use the receiver, remove the receiver from its charging base.

Press and hold the green power button for two seconds. A green LED light will be lit up in the battery icon. It will flash every 3 seconds indicating that the receiver is active.

If the speaker is using a microphone, press and hold the **T** button for 2 seconds until the T below is lit up.

If the speaker is not using a microphone, turn the T button off until the T below it is not lit up.

The + button increases the volume and the - button decreases the volume. When you are finished using the receiver, press and hold the green power button for two seconds.

Replace the receiver and headphones on the shelf in its charging base.

For an instructional video on how to use the receiver, scan the QR code below.



<https://www.youtube.com/watch?v=ELeFI3KogNo>

Children's Program Room

Using the AV & Technology

Microphones

The Children's Program Room is equipped with 1 handheld microphone and 1 lapel microphone. These can be borrowed by checking out the box of Children's Program Room AV accessories from the Children's Library Reference Desk. This will reflect on your Library card. Damage or failure to return these items will result in replacement charges.

Extra batteries for the microphones are included in the bin.



Turn the microphones you wish to use on. Go to the panel screen on the front wall of the room. Click on the screen where it says **Press Here to Begin**.



continued

Children's Program Room

Using the AV & Technology

Microphones continued...

Press the microphone icon on the bottom of the screen.



Control the volume of each microphone by pressing the + and - buttons. To completely mute a microphone, press the **green sound button** below the + and - buttons until it turns red. To unmute, press the same button again.



continued

Children's Program Room

Using the AV & Technology

Microphones continued...

When completed, press the **System Power** button on the bottom left corner of the screen to shut off the system. .



Click the **System Power** button in the bottom left side of the screen once more.

Turn off the microphones and return them to the bin.



Children's Program Room

Using the AV & Technology

Using the Screen's Built-In Resources

You can use many components of the screen without having to plug a laptop in.

Go to the panel at the front of the room. Touch the panel where it says **Press Here to Begin**.



Press the **Room Power** button then the **green Display Power** button.



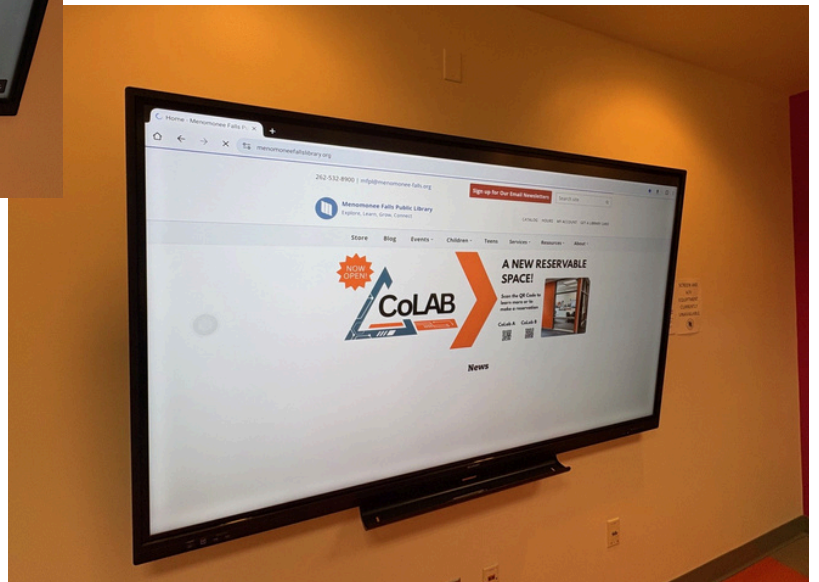
continued

Children's Program Room

Using the AV & Technology

Using the Screen's Built-In Resources continued...

The screen will turn on. The screen is a touch screen. There are multiple resources built into the screen, including Whiteboard, which can be used with the stylus pens on the tray, Web Browser, which allows for full internet access, and a timer.



continued

Children's Program Room

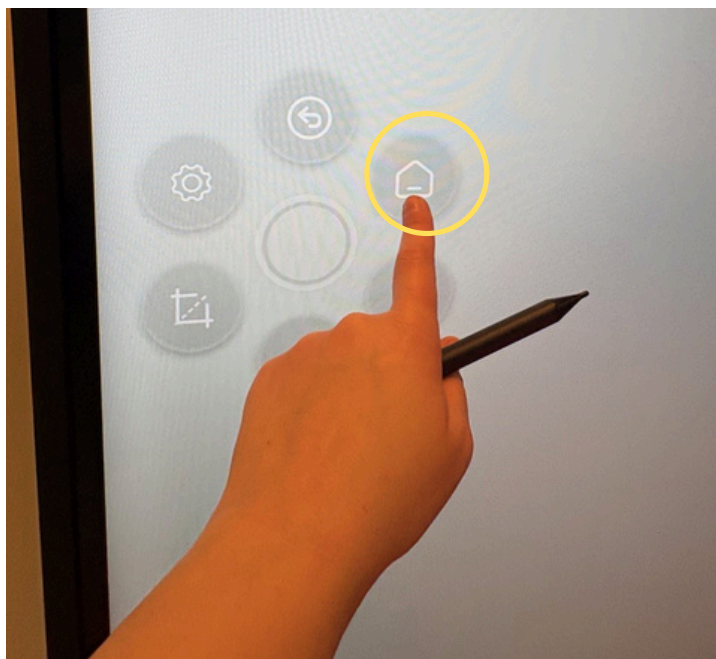
Using the AV & Technology

Using the Screen's Built-In Resources continued...

To navigate back to the home screen, press the **white circular dot** on the screen.



Press the **Home** icon.



continued

Children's Program Room

Using the AV & Technology

Using the Screen with Your Laptop

You can project your laptop screen to the Aquos Board with an HDMI cable. You can borrow the HDMI cable and USB-C adaptor by checking out the Children's Program Room AV accessories from the Children's Library Reference Desk. This will reflect on your Library card. Damage or failure to return these items will result in replacement charges.

Go to the panel at the front of the room. Touch the panel where it says **Press Here to Begin**.



Press the **Room Power** button then the **Display Power** button.



continued

Children's Program Room

Using the AV & Technology

Using the Screen with Your Laptop continued...

Plug the HDMI cord into the HDMI 1 port on the front left bottom of the screen.



Plug the other end of the HDMI cord into your laptop. There is a USB-C adaptor in the bin if needed. Plug the adaptor into the HDMI cord, then into your laptop.

Your screen should automatically project. If not, press the **HDMI 1** button on the screen.



Children's Program Room

Using the AV & Technology

Using the Screen with a Flash Drive

You can open documents on the screen that are on a Flash/USB Drive.

Go to the panel at the front of the room. Touch the panel where it says "Press here to begin."



Press the **Room Power** button then the green **Display Power** button.



continued

Children's Program Room Using the AV & Technology

[Using the Screen continued...](#)



Plug the flash drive into either USB port on the front bottom left of the screen.

Click **File Explorer** to retrieve your document.



continued

Children's Program Room

Using the AV & Technology

[Using the Screen continued...](#)

When completed, press the **System Power** button on the bottom left corner of the screen.



Click the **System Power** button in the bottom left side of the screen again, then click Yes when prompted.



CoLabs

Using the AV & Technology

PC Laptop

Wi-Fi /Wireless Connection

You can connect your PC Laptop by 'Screen Sharing' over our public Wi-Fi. Both your PC Laptop and the Samsung TV must be connected to our public Wi-Fi to use the 'Screen Sharing' option.

1. Connect your PC Laptop to our public Wi-Fi, entitled 'Falls Library'. There is no password, but a pop-up menu will display in your Internet browser and you will have to press 'Continue'.
2. The Samsung TV also needs to be connected to our Public Wi-Fi. This is already set up. If it is not, please ask a Library staff member for assistance at our Second Floor Information Desk.
3. On your PC, select the 'Management Center' located in the notifications area of the taskbar. It should be located in the bottom right-hand corner of your screen. If it is not, press the 'Windows Key' + 'K' on your keyboard.
4. Select 'Connect' then select 'CoLab A/B 55" NEO QLED". Choose the device corresponding to the room you are in.
5. To disconnect, repeat the same steps by selecting the 'Management Center' or pressing 'Windows Key' + 'K', then select 'Connect', then 'Disconnect' from the options listed under 'CoLab A/B 55" NEO QLED".

CoLabs

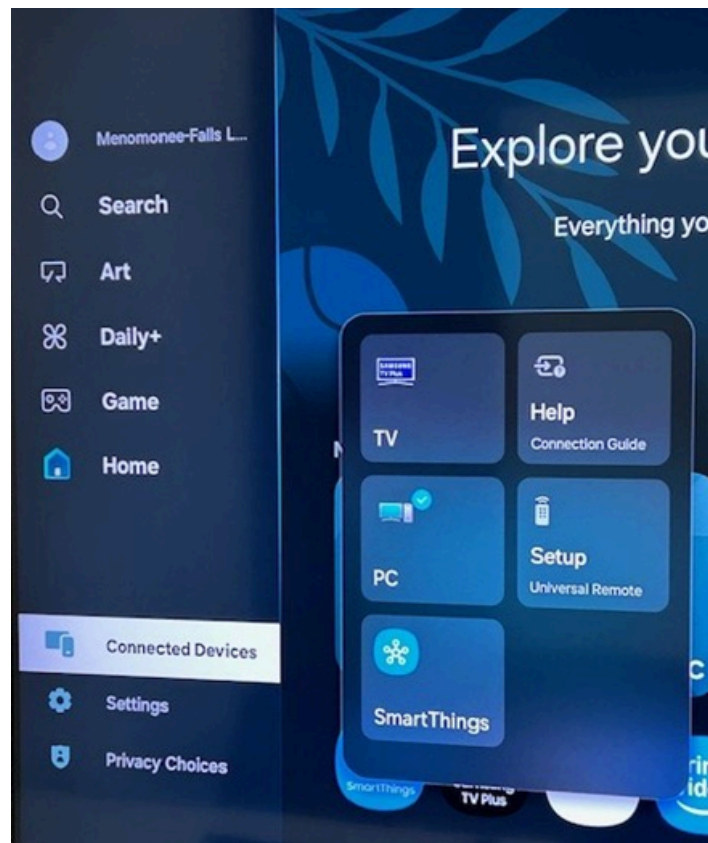
Using the AV & Technology

PC Laptop

HDMI Cord

To connect your PC Laptop to the Samsung TV using an HDMI cord:

1. Retrieve the HDMI cord from the hook next to the Samsung TV.
2. Plug the HDMI cord into the back right of the Samsung TV in HDMI Port 1.
3. When the other end of the HDMI cord is plugged into your PC Laptop, it should automatically connect.
4. If your PC Laptop does not automatically connect, go to the 'Home Screen' on the TV using the universal 'Home' button on the remote. Select 'Connected Devices' and select 'PC'.
5. To disconnect, unplug the HDMI cord from your device and the Samsung TV. Return the USB-C adaptor to the Velcro holder on the wall and the HDMI cord back to the hook on the wall.



continued

CoLabs

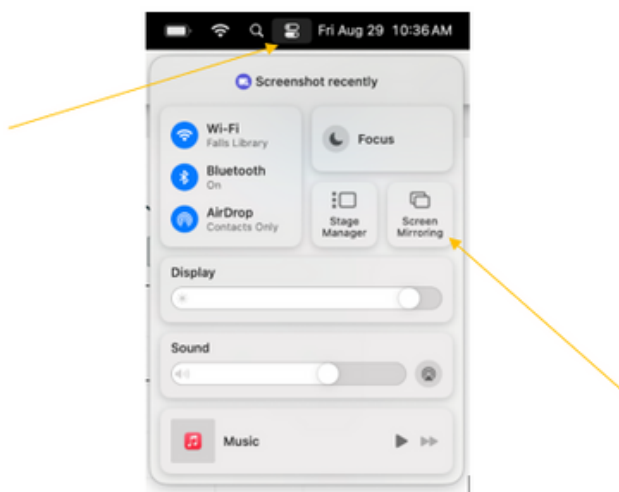
Using the AV & Technology

Macbook

Wi-Fi Connection

You can connect your MacBook by 'Screen Mirroring' over our public Wi-Fi. Both your MacBook and the Samsung TV must be connected to our public Wi-Fi to use the 'Screen Sharing' option.

1. Connect your MacBook to our public Wi-Fi, entitled 'Falls Library'. There is no password, but a pop-up menu will display in your Internet browser and you will have to press 'Continue'.
2. The Samsung TV also needs to be connected to our Public Wi-Fi. This should already be set up. If it is not, please ask a Library staff member for assistance at our Second Floor Information Desk.
3. On your MacBook, click on the 'Control Center' icon in your menu bar (it looks like two overlapping rectangles near the corner of your screen, by today's date and time).
4. From the 'Control Center', select 'Screen Mirroring'.
5. From the list of available devices, select 'CoLab A/B 55" NEO QLED'.
6. If you are connecting for the first time, a passcode may appear on the TV Screen. Enter this passcode on your MacBook.
7. To disconnect, click on the 'Control Center', select 'Screen Mirroring', select 'Stop Mirroring'.



(Operations in the screenshot are in the upper right-hand corner of your screen)

CoLabs

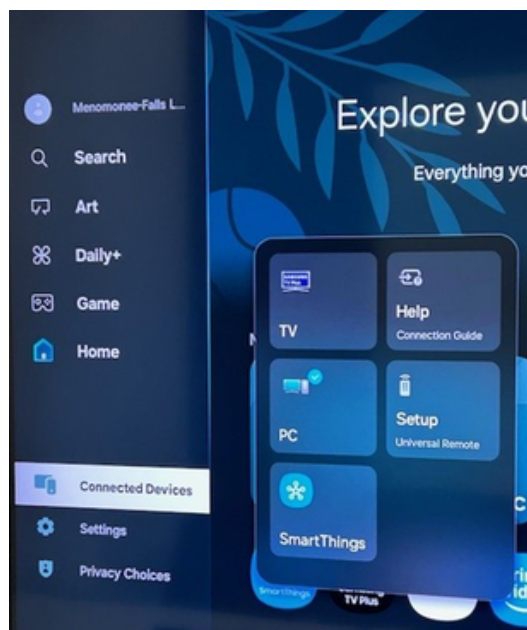
Using the AV & Technology

Macbook

HDMI Cord

To connect your MacBook to the Samsung TV using an HDMI cord:

1. Retrieve the HDMI cord from the hook on the wall next to the Samsung TV.
2. Plug the HDMI cord into the Samsung TV, into HDMI Port 1.
3. Plug the other end of the HDMI Cord into the USB-C HDMI Adaptor. There is one velcroed to the wall next to the TV.
4. Plug the USB-C adaptor into your MacBook. When the adaptor is plugged in, your MacBook should automatically connect.
5. If your MacBook does not automatically connect, you may need to adjust your Mac's Settings:
 - a. Select the 'Control Center' icon from top menu bar.
 - b. Select 'Screen Mirroring' then select 'Choose Content'.
 - c. Select the view you prefer.
6. To disconnect, unplug the USB-C adaptor from your MacBook. Be sure to return the USB-C adaptor to the Velcro holder on the wall, and the HDMI cord to the hook on the wall.



After Your Event

Cleaning Up After Your Event

- Make sure that the room furniture is put back the way you found it and according to the pictures throughout the space.
- Make sure you properly power OFF any microphones, screens, or other equipment you use.
- Return any AV and Technology kits to the desk that you checked it out from.
- Please review the checklist, then check in at the desk. The Library staff member will walk through the room with the person who reserved the space to ensure everything is put back as it was before.
- You must take any overflowing garbage or recycling with you. The Applicant is responsible for all setup and cleanup and removal of excess trash and recyclables that do not fit within receptacles in the room.
- If you need a vacuum, please ask a staff member.
- Please notify staff of any stains, damage, or other issues with the space so it can be remedied quickly.
- Check in with a staff member before you leave so they can inspect the spaces and ensure that it is acceptable. Do not leave without checking in with a staff member.

THANK
you