The Community Meeting Room located on the lower level of the Community Learning Center is updated to meet all your organizations’ meeting space needs!

Reservation Information

- The CLC Departments—the Greendale Public Library, Park & Rec and the Health Department—have priority with use of the room.
- The room must be vacated 15 minutes prior to the building closing.
- Public groups may book up to 90 days in advance.
- Use is allowed up to 12 times in a calendar year.
- Groups using the meeting room must check in and check out at the Library Service Desk using the check-in/out form.
- No social activities such as private parties, birthday parties, showers, etc. Non-profit cultural or educational agencies only.
- Copies of the Meeting Room Policy are available at the Library Service Desk and on the library’s website.

5647 Broad St.
Greendale, WI 53129
(414) 423-2136
www.greendalepubliclibrary.info
Community Meeting Room

The Community Meeting Room is available for use by any Greendale area organization for group meetings and other nonprofit purposes.

- The room is available Monday through Thursday from 8:00 am until 7:45 pm, Fridays from 8:00 am until 4:45 pm, and Saturdays from 8:00 am until 1:45 pm.
- A $50 security deposit is required at the time of application.
- Applications are available on the website and in person, and must be submitted in person at the library.

Application

- The application requires information about the organization, dates of meetings, and the purpose of meetings, as well as expected attendance.
- Kitchen facilities and AV equipment are available for use.
- A $50 security deposit (cash or check form) is due at the time of application and is returned to the individual upon verification that the room has been returned to working order.

Room Features

The Community Meeting Room can hold up to 57 people with chairs and is equipped with 12 tables. Extra chairs are available if necessary.

Audiovisual Equipment

The Community Meeting Room has a wide range of audiovisual equipment available for your use. Patrons must be comfortable using this equipment; library staff will not be available to assist during your meeting times. Written instructions for using equipment are provided.

The following AV equipment may be available for use:

- Cables
- Blu-Ray/DVD Player
- HDMI/VGA Laptop Input
- CD/MP3/AUX Audio Input
- Ceiling Mounted Projector
- Apple TV/Google Chromecast for Screen Casting
- Dual Screens - 1 at each end of the room for optimal viewing
- Speakers throughout the space
- Handheld/Stand or Lapel Microphones