

Conference Room Policy

The conference room is a shared gathering and recreational space for members. For what is in the room and what it is used for, see **Conference Room** in Facility Operations. This page covers the rules.

Casual use

- Any member may use the conference room at any time without a reservation, as long as it is not already reserved, the room stays within capacity, and no guests are brought in.

Reservations for hosted events

A reservation is required only for **hosted events**: group gatherings, classes or game nights where guests will be present or where you expect exclusive use of the room.

- **Book in advance.** Submit your reservation at least **2 weeks** before the event. Reservations are subject to availability.
- **Fees.** Some reservations carry a fee. Current terms are on waukeshamakers.com.
- **You are the host.** The member who reserves the room is the official host and takes full responsibility for their guests and the condition of the room.
- **Cancellations.** If you need to cancel, tell the board or an admin as soon as possible so the time can go to someone else.
- **Stay within your time.** Overstaying your reservation can affect other members' use of the room.

Capacity

Maximum occupancy is **12 people**, for both casual use and hosted events.

Guests

- Guests must stay within the conference room and restrooms.
- Guests may not use makerspace tools or equipment, unless that use is part of the event and has explicit prior approval from the board.
- Guests must be accompanied by their host at all times.
- The hosting member is financially and legally responsible for any damage caused by their guests.
- Waukesha Makerspace is not liable for injuries, accidents or incidents involving guests while on the premises.

Food and cleanup

- Food is allowed but must stay in the conference room.
- The hosting member must remove all food, containers and trash from the building right after the event.
- Return the room to a clean, organized state after every use: wipe down tables, throw away trash and reset the room to its default arrangement. Cleaning supplies are available.

General guidelines

- **Noise.** Keep noise reasonable so you do not disturb people working nearby.
- **Access.** Do not block entryways, emergency exits or walkways.
- **Problems.** Report broken equipment, missing items or facility concerns right away on Discord or to a board member.

By reserving and using the conference room, members agree to follow these rules. Questions about reservations, special events or guest permissions go to a board member or the Discord server.

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