

## LIBRARY MEETING ROOM USE POLICY

The Waterford Public Library views the use of the library meeting rooms as an extension of library services. The rooms are available to the community for civic, informational, educational or cultural activities. Rooms are not available for social, money-raising events, or for the benefit of private individuals or businesses. The library subscribes to Article IV of the *Library Bill of Rights* which states that facilities should be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The fact that a group is permitted to use a meeting room does not in any way constitute an endorsement of the group's beliefs or purposes by the library.

### GUIDELINES AND RULES FOR USE OF LIBRARY MEETING ROOMS

#### **Application:**

- All groups must submit an *Application for Use of a Meeting Room*. The representative filing the application must be 18 years or older. **A meeting is not scheduled until approved by the director or her/his designee**; the applicant will be notified within 2 business days if the request is denied.
- A group is defined as 3 or more.
- Rooms may be booked up to one year in advance.
- All meetings must be open to the public and free of charge and may appear in the library's public calendar.
- No group may schedule more than 6 meetings at a time; additional dates may not be scheduled until 4 scheduled meetings have been held and depending on availability.
- The library should be notified as soon as possible of a meeting cancellation.

#### **Room assignment:**

- The use of meeting rooms shall be governed by the following order of priority:
  - a. The Waterford Public Library and library affiliated groups
  - b. Town boards, agencies and commissions
  - c. Waterford organizations and groups
  - d. Out-of-town organizations and groups
- The availability of meeting space shall be on a first-come, first served basis. The library will assign the rooms according to group size, space needs and other library requirements.
- The library cannot guarantee the same room to groups that meet on a regular basis.
- Meeting rooms are available Monday – Saturday when the library is open to the public. Meetings must start at least  $\frac{1}{2}$  hour after library opens and groups must vacate the premises at least 15 minutes before closing. Groups may access a reserved room no more than 15 minutes prior to start of meeting.
- The library reserves the right to cancel any meeting because of adverse weather conditions or for other emergency reasons.
- The library reserves the right to amend, modify, add or delete any of the terms of this policy at any time without prior notice.

#### **Use of rooms:**

- Meetings cannot interfere with library programs and functions.
- Non library fundraising events or sales of merchandise by groups are not permitted.
- Organizations may not use the library's audio-visual equipment.
- Kitchen facilities are available to groups using the lower level meeting rooms and food is permitted only in these rooms. The group must supply its own utensils and supplies.
- Smoking and alcoholic beverages are not permitted anywhere in the library.
- Meeting space must be returned to its original condition. The cost of repairing any damage will be charged to the group.
- Groups may not post signs, decorations, etc. on library walls, doors or furniture.
- Groups must adhere to posted fire codes regarding the number of persons allowed in the room.
- Activities involving children or teenagers are permitted only with adequate adult supervision.
- The library is not responsible for equipment, supplies, exhibit material or other items owned by a group and used in the library. Groups may not store any items at the library and the library assumes no responsibility for property left on the premises.
- The group is responsible for setting up the room; furniture may not be moved between rooms. A staff member may be available to set up the room if time and circumstances permit.
- The library telephone number may not be given out for information about the group's meeting and the library telephone number and address may not be used as the contact information for the group.
- Library staff may require access to the room during any meeting.
- Failure to comply with any of these rules may result in the loss of future meeting room privileges.
- Library staff may, at their discretion, allow individuals, or pairs, to use an unreserved and unoccupied meeting room on a first come, first served basis