

Meeting Room Policy

Availability of Meeting Room

The availability of meeting rooms in public libraries is an integral part of the library's information function, providing a location for the free exchange of information for the community groups. There will be no exclusion from the use of the room based on the points of view, beliefs, or affiliations of the sponsors or participants. The meeting room is available for the public gatherings of a civic, cultural, charitable, intellectual, or educational character. All gatherings and meetings shall be open to the public. This restriction does apply to classes sponsored by an accredited educational institution. Neither the name nor the address of the Washington County Public Library (WCPL) may be used as the official address or headquarters of an organization using the meeting rooms. It is not available for social gatherings, money raising, commercial purposes, or for the benefit of private individuals. The meeting room is not available for meetings of any political party or candidates for office. The meeting room is available for use during those hours the library is open and other hours as needed. The library will provide for advance registration on a first-come, first served basis. When scheduling the meeting room, events sponsored by WCPL will always take precedence. All reasonable efforts will be made to avoid canceling any groups' previously scheduled meeting.

Other Regulations

- A. The group leader must complete a "Meeting Room Use Application" prior to the first meeting. A signature on the form indicates that they have read and agree to abide by the rules governing the use of the meeting room. The appropriate fee must be submitted with the application.
- B. Fees are \$10/hour up to \$50/per day for use of Library Small Board Room and/or up to \$75/day for use of the Library Large Conference Room. The Director may waive the fee for non-profit agencies or groups that are participating in partnership with the Library.
- C. A \$25 surcharge will be added to any group or meeting if food/beverages are served. The WCPL has a small kitchen unit available for group use. The library does not furnish coffee supplies, dishes, paper products, or other utensils and equipment.
- D. Every organization or group is responsible for turning off lights, storing tables/chairs and returning the room to the setting which it was found.
- E. No smoking is allowed in the meeting room or the interior of the library.
- F. Group leaders must be present before members are allowed access to the room.
- G. Each group will be financially responsible for any damages to the facilities or equipment during its use.
- H. WCPL will not be responsible for any materials or equipment left in the building by users.
- I. Group leaders are asked to provide the library with the number of people that attended the meeting for library statistics documenting usage.
- J. Library communication systems such as telephones, computers, etc. will not be used during meetings or to promote or disseminate information to members of an organization.
- K. All event attendees and/or organization members must vacate the library facility by the time shown on the meeting room application form. If a group wishes to have a meeting which will occur outside of normal library hours, permission must be requested at the time of application; if permission is granted, the group representative assumes responsibility for locking the building as he/she leaves and returning the key as directed.
- L. Organizations showing films or slides must provide both projector and operator. Organizations requiring specialized equipment must make their own arrangements.

- M. Equipment belonging to an organization or group using the library may not be stored in the library between meetings.
- N. Neither the name nor the address of the library may be used as the official address or headquarters of the organization.
- O. The Director may refuse the use of the library meeting room if it appears that the use may likely provoke or add to a public riot or a breach of the peace or create a clear and present danger to the peace and welfare of the county.

Meeting Room Scheduling Procedure for the Group Leader

- A. The group representative will be required to read the meeting room policy and fill out the "Meeting Room Use Application" which will be placed on the file in the meeting room notebook. The application is retained for one calendar year.
- B. After the user submits the completed application and fee, one copy of the agreement is given to the user and one is retained in the meeting room notebook. The information is recorded in the calendar and the room is booked. The library staff will provide the group's representative written instructions pertinent to security and local closing procedures.
- C. When a group cancels its request it is the responsibility of the group leader to notify its members/attendees.
- D. The library reserves the right to cancel usage of the Meeting Room.
- E. The group representative is responsible for completing the "Meeting Room Usage Report" which documents attendance.
- F. Future privileges are dependent upon the library's report of condition of the library property and facility and the group's compliance with the meeting room policy.

Meeting Room Scheduling Procedure for the Staff

- A. Scheduling the meeting room will be the responsibility of the senior library staff member on duty.
- B. A determination will be made whether the group wishing to reserve the room meets the requirements as outlined above.
- C. If the group is not eligible for use of the meeting room, explain clearly why they may not place a reservation and inform the librarian.
- D. If they are eligible to use the meeting room, check to see if the time and day requested is available.
- E. When a mutually agreeable date and time has been selected, give the individual a copy of the "Meeting Room Policy" to read and have them complete the "Meeting Room Use Application". This form will be kept on the file in the Meeting Room Notebook behind the month of the scheduled meeting. When the "Meeting Room Usage Report" has been returned, it will be attached to the corresponding form. The notebook contains calendars of bookings in the monthly format for the room for the specific agency, the agreements signed by the responsible user and the usage report.
- F. Record the name of the organization, time, and which room is being reserved on the appropriate date on the Meeting Room calendar.