

Frances Banta Waggoner Community Library Meeting Room Policy

The library offers three public meeting space options:

- 1 Community Room, seating up to 40 people
- 1 Conference Room, seating up to 6 people
- 1 Typing Room/Study Room, seating up to 2 people

Permission to use the Community Room shall be made no more than 6 months in advance to the librarian on duty, and no more than 4 months in advance for the Conference Room and Typing Room. Reservations must be made in person, by phone, or by email and must include the name and telephone number of the person responsible. Walk-in appointments are accepted, depending on space availability.

Community members may check-out a key to access the library's Community Room outside of library operating hours by filling out a reservation form. The person signing the application form is responsible for picking up the key during library hours and locking the doors when the meeting is over. The key can be returned back to the library during operating hours or, if more convenient, may be returned in the library's book return box

The Board of Trustees invites any group of citizens to use the meeting room provided they abide by the following policies:

1. The library facilities are open to organizations engaged in educational, cultural, intellectual or charitable activities. Priority will be given to non-profit organizations and volunteer groups. Groups using the room for commercial activities or for private events not open to the public will be charged at the following rates (made payable at the start of the reservation):
 - a. \$25 per hour or partial hour for the Community Room
 - b. \$15 per hour or partial hour for the Conference Room
 - c. \$5 per hour or partial hour for the Typing Room/Conference Room
 - d. Library AV equipment may be used if the meeting takes place during library operating hours. An additional \$5 flat fee will be added to final total.

No refunds will be given if a meeting/event ends before the reservation period. If groups/individuals do not vacate the room at the end of their reservation time, they will risk forfeiting future use of the meeting space.

2. Doors to all public meeting spaces shall remain *unlocked* at all times when in use.
3. The library meeting areas may not be used for meetings or discussion that encourage or promote violence against, or physical injury to individuals or groups of individuals.
4. Attendance at meetings in the Community Room is limited to 40 persons.

5. The person or group who make the initial reservation shall be responsible for repairs or replacement of damaged equipment. The library reserves the right to assess a cleaning or labor charge if necessary.
6. No guarantee can be made for monthly or regularly scheduled meetings. The library and library-related programs have priority to use the facility.
7. Reservations for the Community Room may be made up to six months in advance, and the Typing Room & Conference room can be reserved up to four months in advance. The library reserves the right to cancel advanced reservations if the space is needed for library-related programming or events.
8. The use of tobacco products, including vaping, is prohibited. Beer and wine is not permitted unless part of library fundraising events, and is pre-approved by the library board by majority vote. Hard liquor is strictly prohibited. If food is served, you are responsible for cleanup. The library does not provide cleaning and serving supplies.
9. Routine failure to notify the library of a reservation cancellation may result in loss of meeting area reservation privileges.
10. Use of materials on walls is prohibited.
11. Use of the library's meeting areas does not imply endorsement of the group's beliefs or policies.
12. Children's groups must be supervised by an adult at all times. Community Room reservations can only be made by those 18 years and older.
13. Groups are responsible for their own set-up and take down.
The library director is authorized to deny permission to use the meeting room to any group or individual that is disorderly or that violates meeting room regulations or the library's Rules of Conduct Policy.
14. Groups leaving items for future use must have them clearly labeled. Individuals using the library meeting areas must comply with all library policies and shall immediately cease actions deemed in violation of these policies upon request. Failure to abide by the library's policies and rules will result in suspension or termination of an individual's meeting area privileges.

Please Note: Door between meeting room and the hallway leading to the restrooms should be unlocked if the restrooms will be used if the meeting will take place after library operating hours. Doors leading to the library are locked when the library is closed.

Groups using the Community Room have access to the following equipment:

Refrigerator	Slide projector
22 cup coffeepot	Wireless connection
Laptop and LCD projector	

Please let us know if you need any of the above equipment.

Before leaving please be sure to check the following:

- Turn off all lights in bathrooms, hallway, meeting room and front lobby.
- Unplug coffeepot and other equipment used.
- Room is to be arranged as in diagram.
- Meeting room doors locked.
- Keys returned in the book return box.
- Remove any personal items, including anything stored in the refrigerator

Approved 12/3/02

Revisions approved 2/12/2008, 10/4/2011, 9/12/16