

**MEETING ROOM POLICY**  
**Revised 09/21/22**

WCPL provides one meeting room for use by community organizations. Before the meetings can be scheduled, the group must read this meeting room policy and sign a meeting room agreement form. The Library Director shall answer any questions concerning the interpretation of this policy.

The Meeting Room with chairs theatre style – front facing- seating capacity = approx. 80 comfortably  
The Meeting Room with rectangular training tables (20) & chairs (2 per)- front-facing –seating capacity = 40.

***PURPOSE***

The meeting room is available free of charge for use by area non-profit clubs, organizations, and committees with restrictions on use noted below. Business and commercial groups may use the meeting room only for employee educational purposes, board meetings, training, depositions, and meetings of similar nature. **Donations of \$25 for meeting room use are accepted and appreciated.** The library's programs and meetings shall have first priority for use. The purpose of this policy is to ensure equal access for all groups and provide for orderly scheduling and use of the room(s). The meeting room may not be used for:

- sale or promotion of business products or services, except in conjunction with a library program;
- any meeting designed to financially benefit any individual or group, either at the time of the meeting or at a future date;
- meetings or public announcements sponsored by individual candidates and/or parties for local, state, or federal office. Events such as candidate's nights, which involve the invitation of all candidates and which are sponsored by independent civic organizations may be held in the library. Such meetings may not be used for re-election purposes. No meetings may be held by candidates and/or parties between the period of the primary and general election;
- meetings of religious or sectarian groups for the purpose of preaching or otherwise demonstrating the beliefs of their members. Events which involve the invitation of any religious or sectarian groups and which are sponsored by independent organizations may be held in the library;
- family or social functions unless sponsored by the library or approved by the Director;
- any event for which an admission fee is charged.

Granting permission for the use of the meeting room does not imply library approval of the group or of the ideas presented at the meeting. Publicity promoting a meeting should make clear that the library is not a sponsor of the event. The meeting room is available for the purpose of petition and remonstrance on public questions (issues related to the public school system and/or regarding city or county governance) provided that there is an open forum opportunity for the presentation of all sides of a question and 14-days notice is given to the Director.

***AVAILABILITY***

The meeting room is available for use during library hours: Monday, Tuesday and Wednesday 10:00 a.m. through 6:50 p.m., Thursday and Friday 10:00 a.m. through 4:50 p.m., & Saturday: 10:00 a.m. through 1:50 p.m. Reservations will not be accepted for dates or times when the library is closed.

***RESERVATIONS***

**The meeting room may be reserved up to three calendar months in advance - the current month and the three following months.** Reservations are accepted on a first-come, first served basis. No guarantee is given concerning the continuing availability of the room for regularly scheduled monthly meetings. The library does not accept reservations for ongoing weekly meetings. The library reserves the right to change or cancel reservations.

## SCHEDULING

The meeting room may be reserved at the checkout desk during library hours. **Information concerning availability may be obtained over the phone or email; however, the room will not be reserved until a completed reservation application/meeting room agreement is turned in and approved.** Scheduled time should allow for set-up and takedown. Agreements are kept on file for 12 months.

## REFRESHMENTS

Serving of refreshments is limited to snacks & light meals. No open flames are allowed. Under no circumstances may alcoholic beverages be served. As in all parts of the library, smoking is not allowed. The organization or individual using the room is responsible for disposing of leftover food in the trashcans provided and sealing the trash bags. If the coffeemaker is used, the organization or individual must empty coffee grounds and turn off hotplates. Spills and stains must be reported to the checkout desk as soon as possible.

## SET-UP AND EQUIPMENT

**Set-up of seating or equipment in the room is not provided by the library.** The following items are available in the meeting room: 80+ chairs, 10 60" round tables (no wheels), 20 rectangular tables with wheels, kitchenette with microwave, refrigerator, sink, large coffee urn, & Keurig coffee maker. The meeting room has a podium with microphone, wireless mobile microphone, DVD player, laptop computer, two 65" flat screen televisions synced to the laptop, dry erase boards and wireless internet connection. **All chairs, tables and other items of equipment used must be returned to their original locations following the meeting.** Use of audiovisual equipment is not included and must be arranged beforehand with the checkout desk. Specific equipment needs should be noted on the reservation form. Any necessary set-up and takedown time should be included in the time being reserved. The library will assume no liability for injury as a result of use of the facility, furnishings, or equipment.

## RESPONSIBILITY

The individual who signs the meeting room agreement shall be held responsible for damaged or missing equipment, notifying library staff when the meeting is completed, and complying with the maximum room capacity. The library is not responsible for items left in the meeting room or kitchenette. **The library does not provide storage of any kind for groups.**

## ACCESS

Access to the meeting room is from the main lobby of the library. The restrooms are down the hallway from the meeting rooms. WCPL and its meeting rooms/restrooms are handicap accessible.

## AGE LEVEL

The meeting room is available for use by groups of young persons under 18; however, an adult must make the reservation. This adult must be present at the meeting and be responsible for the group's activities. If parents bring children to meetings, the parents are responsible for the behavior of their children throughout the library. If children create a disturbance in the library, they will be asked to stay with their parents in the meeting room. Please refer to the Unattended Children Policy.

## TOBACCO-FREE CAMPUS

WCPL is a tobacco-free campus. Please inform your attendees that smoking is not allowed on library property. Violation of this policy will result in loss of future meeting room use for the organization.

## SPECIAL NOTES

When not already reserved, the meeting room is available for walk-in use by tutor teams, study groups, and library patrons who must also complete a meeting room agreement form. Library books, which have not already been checked out, may not be taken into the meeting rooms. Gifts and donations to the library shall have no bearing on the meeting room availability.