

WELLS PUBLIC LIBRARY MEETING ROOM POLICY

Purpose

In keeping with its mission to provide information and services for the residents of the community in their pursuit of educational, cultural, personal and recreational needs, the Wells Public Library welcomes the use of its meeting room by individuals and community groups for meetings that are educational, philanthropic, cultural, civic or recreational in nature. The Meeting room is permitted to individuals and groups regardless of their beliefs or affiliations.

Priorities

In general, the Library allows groups to reserve meeting rooms on a first-come, first-served basis, or (in case of conflict) according to the following order of priority: 1. Library programs and meetings. 2. Local government meetings/programs, 3. Meetings or programs of nonprofit educational, cultural, civic or social organizations.

Description of Meeting Space

The meeting room has a conference table and chairs than can accommodate up to 14 people. The contact person stated on the application is responsible for insuring that this 14 person maximum capacity for the space is not exceeded. A television, VHS and DVD player may be available for use if not needed for Library purposes at the time of the meeting.

General Guidelines

- The Library Director shall review and approve or deny all applications to use the Library's meeting room. The Library may refuse the use of the meeting room whenever in the Library Director's best judgment such use does not conform to the terms or intent of this policy and/or any other Library policies and procedures.
- Individuals and groups wishing to hold a meeting in the Library's Meeting Room are required to make reservations in advance and complete and sign the form "Application for Use of the Meeting Room in the Library," according to the procedure outlined in the "Scheduling" section of this policy.
- Use of the meeting room must not disturb or disrupt Library patrons in their customary use of library facilities, interfere with staff in the performance of their duties, or endanger Library patrons, facilities, or staff. All meeting room users are required to comply with the Library's Behavior Policy.
- The organization in whose name the reservation has been confirmed shall be the same organization conducting the meeting for which the application is made. Applicants must be at least 18 years of age.
- Individuals and groups using the Library meeting room shall secure any necessary performance licenses and indemnify the Library for any failure on the individual or group's part to do so.
- No group shall charge admission fees for any function held in the Library.
- The meeting room is not intended for fee based services, including but not limited to private tutoring.
- Only members of the Library Board of Trustees or members of the Friends of the Library, acting for their respective groups can sell merchandise on Library property and all profits realized must accrue to the Library. Any exceptions are at the discretion of the Library Director.
- Permission to use the Meeting Room does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the space, or sponsorship of any program or event by the Library.

Advertising and Publicity

- Advertising and publicity must include a contact phone number for the group and/or individual responsible for the program and must not include the Library's phone number.

- The Library's name may be used only in reference to location, not sponsorship or affiliation, unless the Library is an official sponsor or co-sponsor of the event.
- When the Library is not sponsoring the meeting room program or event, any announcements or advertisements to publicize a meeting, program, or event to be held in the meeting room must include the following disclaimer: "The Wells Public Library is not sponsoring or endorsing this program or any goods or services offered." In addition, a draft of any announcement or advertisement (including posters, flyers, newspaper, internet or other communication) must be approved by the Library director or his/her designee at least one month in advance of publicizing. A copy of the final advertisement must be received by the Library Director and such receipt confirmed by the Library Director before publicizing or posting.

Scheduling

- Those wishing to use the meeting room are asked to submit their application in person at least 30 days in advance at which time they will receive a copy of this policy. In general applications will be accepted up to 2 months in advance of the proposed meeting.
- Reservations are made through the Coordinator of Circulation Services to the Library Director. An application form for a group must be on file before a meeting may be scheduled. The application form must be completed and signed by a duly authorized individual over the age of 18 who will be the contact person for the group.
- By completing and signing the application form, the group's contact person acknowledges that he/she has read and understands this policy and will be responsible for ensuring that use of the room complies with this policy and the regulations herein. The contact person should retain a copy of this policy.
- It is the responsibility of the group to update the form whenever its contact person changes.
- Meetings must take place during regular Library hours.
- Applicants must include time needed for set-up and clean up on their application, and be mindful that the meeting room must be vacated 15 minutes before library closing time.
- The Library cannot guarantee that meetings will be uninterrupted, as staff may need to access materials in the room.
- Recurring meetings may be allowed. Reservations for recurring events may be scheduled using a single meeting room application.
- Use of the meeting room is allowed only for the time period approved by the Library Director on the application, and in general, not exceeding a 3 month period. If a group wishes to continue meeting after the approved time period time, another application must be submitted.
- To promote accessibility of the meeting room to a wide variety of groups, the Library may limit meetings for any particular individual or group. No group may consider the Library its permanent meeting place.
- Organizations must notify the Library of any cancellation on their part at least 3 days in advance of the meeting date.
- The Library reserves the right to preempt any scheduled meeting **in extreme situations**. The Library will make every effort to give advance notice of such preemption.
- If the Library is closed due to inclement weather or other unscheduled closing is automatically cancelled. As much notice as possible will be given to the group contact person on record with the Library.

Rules of Use

- The Library staff is not responsible for the supervision of children while adults are attending meetings. A copy of the Library's policy on unattended children is available upon request.
- Meeting Room users must provide all their own meeting supplies including easel stands, paper products, markers, etc.
- Simple refreshments including coffee, doughnuts, box or sack lunches, may be served, but kitchen facilities or equipment will not be provided by the Library.
- Smoking and alcoholic beverages are not allowed on Library property.

- The applicant must confine the organization's activities to the assigned area and it may not be used for day-care or babysitting purposes.
- Groups are advised to orient their members to exit routes available in case of an emergency. Groups are required to follow posted procedures, follow staff instructions, and evacuate the building during emergencies and emergency drills.
- All exits must be kept unlocked and unblocked at all times. Groups are responsible for leaving the meeting room as they find it. All chairs, tables, chair cushions and other items must be placed in their original positions. At the discretion of the Library Director, the individual or group using a meeting room will be charged for any damages made to the Library facility including meeting room furnishings, equipment, carpeting etc. during their use of it. This includes, but is not limited to, the cost of any special cleaning required after an individual or group's use of a meeting room.
- Groups are expected to be in and out of the meeting room in the time allotted for their meeting.
- The Library will not be responsible for any materials or equipment left in the room. The Library cannot store items for groups using meeting rooms.

Permission to use or to continue use of the Library meeting room may be withheld from groups failing to comply with the meeting room policy.

Interpretations of and exceptions to this policy may be made in the best interest of the Library at the discretion of the Library Director.

Right of Appeal

The Library has a "Policy on Appeals of Library Decisions Involving Library Policies," a copy of which is available upon request. Appeals may be made in accordance with that policy.

Approved by the Library Board of Trustees October 1993, Revised March 2001,
Revised and Approved August 11, 2010