

# **WOODBURY PUBLIC LIBRARY POLICY/PROCEDURES MANUAL**

## **MEETING ROOM POLICY**

### **Statement of Purpose**

The primary purpose of the meeting room is to provide space for programs, lectures, films and discussions. This will allow us to fulfill our mission to educate, inspire, entertain and bring together members of the community.

The secondary purpose is to use the meeting room walls as a gallery to display exhibits and art shows that will further fulfill our mission.

The Board 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.

In scheduling the use of the meeting room, library sponsored programs have the highest priority, followed by:

- Friends of the Library
- Town of Woodbury
- Community Groups

Larger groups will be given priority in booking the gallery. Small groups may be asked to use the staff room if possible.

Requests for use of the room shall be made to the Library Director. All scheduled programs and meetings shall have prior approval of the Library Director. Approval is granted only for a single meeting or for a brief series of meetings. The meeting room is not intended for use as a group's regular meeting space.

When making a booking, organizations using the meeting room shall provide the Library Director with the name and contact information of the person who will be responsible for housekeeping and security. Further arrangements shall be made to meet with the Library Director, or a designated staff member to review procedures, location of lights, etc.

### **General Rules and Limitations**

- Local fire regulations limit occupancy of the meeting room to 75 persons. It is the responsibility of the applicant to ensure strict enforcement of this regulation.
- Groups using the meeting room will be responsible for:
  - Setting up chairs, tables, etc.
  - Providing proper supervision
  - Restoring the room to the same condition in which it was found
  - Covering any costs arising from any damage or loss during use

- No cell phone usage anywhere in the Meeting Room/Gallery.
- No commercial business may be conducted in the Library.
- No smoking anywhere in the library building.
- Kitchen facilities may be used as a serving station for beverages and light refreshments with specific approval of the director. Wine may be served during refreshment periods with prior approval of the Library Director.
- No cooking or use of microwave oven is allowed without staff supervision.
- All food, beverages, equipment, materials, supplies, and garbage shall be removed from the facilities immediately after the event.
- The Gallery/Meeting Room when not occupied with programs or meetings is open for visitors to view exhibits. Viewers and patrons may sit in the chairs provided, but furniture in the gallery is to be moved by staff only.
- No material may be affixed to wall surfaces or tackboards without prior permission.
- Upon advance request to the Library Director the library's slide projector or video projector may be made available, providing suitable arrangements can be made for operation of the equipment.
- Use of the video projector is subject to operation by a Friends volunteer or trained member of the library staff. The video projector is for use in the library only, i.e., it may not be loaned for use outside the building.
- Groups using audio-visual aids are responsible for adhering to current copyright laws.

The library is not responsible for articles left on the premises after a meeting or for damage to equipment, etc. brought in by a group.

No fees are charged for use of the rooms during library hours. However, donations to the library are encouraged. Meetings and programs held during evening hours shall adjourn by not later than 8:45 P.M. in order to give library staff opportunity to conduct required closing procedures.

Approval for meetings to be held when the library is closed shall be granted by the Library Director only under unusual circumstances and generally only to organizations that have demonstrated prior responsible use of the meeting room, provided that appropriate arrangements can be made for securing the building at the end of such a meeting.

Meetings of Town Commissions requested by the First Selectman's office may take place when the library is not open. The Commission's clerk, or other designated individual, shall review security and housekeeping regulations with the Library Director prior to a meeting.

### **Prohibited Uses**

The meeting room may not be used:

- For meetings at which an admission is charged except when a fee is necessary for special supplies.
- For meetings which are not open to the general public
- By an individual for personal profit, aggrandizement or advertisement

- For any meeting which is solely commercial in purpose or at which goods or services are advertised or sold
- When there is a likelihood of physical hazard to participants or audiences, or a misuse of premises or equipment;

Past misuse of library property, or lack of adherence to the library's regulations, is grounds for denial of an application for future use.

**Exceptions:**

- There may be an educational or training conference, workshop, etc. scheduled. Such sessions need not be open to the public and will not be publicized with library events unless they are open to the public. Admission fees or collections may not take place, but registration fees for materials or tuition may be collected
- Voluntary contributions may be solicited if an event is previously advertised as a fundraiser or benefit for a non-profit organization.

WPL Board of Trustees  
Revised and Adopted: 5/17/1999  
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