

**WOODBURY PUBLIC LIBRARY
POLICY/PROCEDURES MANUAL**

MEETING ROOM POLICY

Statement of Purpose

There are two primary purposes of the Gallery: one 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.

At the same time the Gallery is used to display monthly 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.

The Library also offers a Quiet Study Room which serves an additional function as a small meeting room.

In scheduling the use of the meeting rooms, 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 Quiet Study Room. **If privacy is desired, the Gallery may not be used as the doors must remain open during regular Library hours.** Requests for use of the room shall be made to the Library Director or Adult Programming Librarian. Approval is granted only for a single meeting or for a brief series of meetings. The meeting rooms are not intended for use as a group's regular meeting space.

When making a booking, organizations using the meeting room shall provide the Library staff with the name and contact information of the person who will be responsible for housekeeping and security.

General Rules and Limitations

- Local fire regulations limit occupancy of the Gallery meeting room to 75 persons. Maximum occupancy of the Quiet Study Room is 24 seated (without tables), or 12 at tables. It is the responsibility of the applicant to ensure strict enforcement of this regulation. Both meeting rooms are equipped with security cameras and are under constant video surveillance.
- Groups using the meeting room will be responsible for:
 - 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 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.
- 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.
- No material may be affixed to wall surfaces.
- The Library's Smart TV may be made available, providing library staff is available for the operation of the equipment.
- 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 rooms may not be used:

- For meetings at which an admission is charged
- 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

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

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