



## WOODBURY PUBLIC LIBRARY LIBRARY MEETING SPACES POLICY

### Statement of Purpose

Library meeting spaces include the Gallery, Quiet Study Room, and the main Library floor. Meeting spaces are made available for educational, informational, and cultural group activities.

There are two primary purposes of the Gallery: 1) to provide space for programs, lectures, films and discussions, and 2) to display monthly art exhibits showcasing the collections of original artists or those derived from the artist's estate. These two purposes allow the Library to fulfill its mission to educate, inspire, entertain, and bring together members of the community.

The Library supports *Article VI of the Library Bill of Rights*, as set forth by the American Library Association, which states "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available 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 as a small meeting room, which is located on the second floor. This Quiet Study Room can be reserved by both smaller meeting groups and by individuals. Individuals can reserve the Quiet Study Room, on a first-come, first-served basis, by signing up for a 1 to 2-hour time block at the front Circulation Desk.

In scheduling the use of the meeting rooms, Library sponsored programs have the highest priority, followed by:

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

Meeting spaces are then available on a first-come, first-served basis to non-profit groups and organizations for programs of an educational, informational, or cultural nature. Larger groups will be given priority in booking the Gallery. Smaller groups may be asked to use the Quiet Study Room. Groups using the Library's meeting spaces must remain open to the general public at all times and must allow visitors.

Requests for use of the room shall be made to the Library Director, Adult Programming Librarian, or Reference Technology Librarian. Approval is usually granted for a single meeting or for a brief series of meetings, not to exceed four per calendar year.

When making a room reservation, organizations using the meeting room shall fill out an application, and provide the Library staff with the name and contact information of the person who will be responsible for the safekeeping and order of the room and group. Applications will be kept on file. It is the responsibility of the main contact person to notify the library at least two days in advance for cancellations or change of plans.

### **General Rules and Limitations**

- Local fire regulations limit occupancy of the Gallery meeting room to 75 persons, 50 with tables/seating. Maximum occupancy of the Quiet Study Room is 15 persons. 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 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 Gallery, Quiet Study Room, or Library.
- No smoking or vaping anywhere in the Library building.
- Kitchen facilities may not be used, and are for Library use only.
- 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 used, providing library staff is available for the operation of the equipment. Otherwise, it must be reserved by the presenter, and a scheduled brief tutorial of operations is required prior to use.
- Groups using audio-visual aids are responsible for adhering to current copyright laws, and are responsible for securing any performance licenses for content being presented.

- The Library is not responsible for articles left on the premises after a meeting.
- The Library reserves the right to publicize any or all programs of community interest. This does not obligate the library to provide publicity for any program.

No fees are charged for the use of the rooms. However, donations to the Library are welcomed. Meetings and programs shall adjourn 15 minutes prior to the closing of the Library to give staff ample opportunity to conduct the 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.

### **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 policy, will be grounds for denial for future use of the meeting spaces.

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