**Wetmore Public Library**

**Meeting Room Policy**

The Wetmore Public Library welcomes the use of its meeting room to governmental agencies, non-profit groups engaged in educational, civic, cultural and charitable activities who agree to abide by this policy. The meeting room is primarily for use by the library, library sponsored programs and library related organizations. However, when not required for these functions, the meeting room is available for other groups.

**Open Access**

All meetings must be open to the public, unless the purpose of the meeting is continuing education for a commercial organization’s employees.

The Wetmore Library reaffirms the American Library Association’s Bill of Rights which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use the library meeting room does not in any way constitute an endorsement by the Library of the group’s policies or beliefs, and no claim to that effect may be used, either implicitly or explicitly in advertising. The Wetmore Public Library will make no effort to censor or amend the content of a meeting when granting meeting room access.

**Meeting Room Usage**

Eligible Organizations (in priority order):

Library Programs

Library Related Groups

Civic, School and nonprofit groups presenting meetings of public interest

Other groups not included above, and not specifically excluded in the Wetmore Public Library Meeting Room Policy

The requestor must obtain confirmation of the reservation before they can consider the room available for their use. Submission of the request does not guarantee approval of the request. In most cases, approval can be granted at the time the request is made, but not always. The requester should expect the library to provide a confirmation of approval (or denial) of the reservation within 24 hours.

When approved, the library will provide a receipt confirming the reservation (specifying the date/time the room is reserved).

The person signing the application must be at least 18 years of age and will be responsible for ensuring the room use policies and procedures are followed.

In the event a question arises regarding the eligibility of any group requesting use of the meeting rooms, the library director (and if necessary, the library board) will be consulted. The library board will have final authority in granting or refusing permission to use the library’s meeting rooms.

Meeting cancellations should be communicated to the library director as soon as possible.

The library reserves the right to cancel an existing reservation in support of other library programs. Such cancellations are very rare. If they occur, the library will contact the individual who made the reservation to provide notice as early as possible and to work through rescheduling if possible.

**Other**

Reservation times should include the time required to set-up and clean-up.

In the rare event the library must cancel an existing reservation (inclement weather, facilities issues, etc.); the library director will contact the reservation requester as soon as possible to notify them of the situation and attempt to find a reasonable opportunity to reschedule.

The reservation requestor will be held responsible for any damages to the facilities or equipment. Clean up charges will be assessed in cases of unusual wear and tear on the room.

The library respects the privacy of organizations and will not share with the public information pertaining to a room reservation (e.g., organization name, contact info, etc.)

**Basic Rules of Use**

Occupancy may not exceed the maximum for the room.

Groups and organizations using the room are responsible for maintaining order. Appropriate conduct consistent with library operation is expected as a condition of room use.

At least one adult (18 years or older) must be present and responsible for any event involving children under the age of 18. Children must stay with the group or be supervised by a responsible adult as per the library’s unattended children policy.

No tacks, nails or adhesive are to be placed in or on the walls.

No admission fees may be charged, nor a collection taken. The only exceptions are in the case of paid registrations, held in cooperation with the Library, or payment of fees for regularly scheduled education courses.

The use of drugs, alcohol and tobacco products is prohibited.

Open flames and cooking appliances (except for coffeemakers and microwave) are prohibited

Glitter and confetti are not allowed as they are difficult to remove from surfaces and carpet.

Activities which impede the function of the library are prohibited.

Room set-up is the responsibility of the group who made the reservation. Library staff should not be expected to assist with room configuration activities (e.g., setting up tables and chairs)

The room must be returned to the condition it was in before it was used. If not left in the same condition, a minimum **fee of $50** will be charged to the responsible party for clean-up.

Library staff shall have access to the room at all times. Every attempt will be made to respect the privacy of the group using the room.

Damages to the premises, equipment or furnishings as a result of group use will be charged to individual who reserved the room.

The Wetmore Public Library, its staff, board of trustees, or agents shall bear no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organizations, its members, affiliated person, guests, invitees, or licensees.

**Non-Compliance with This Policy**

Failure to comply with the meeting room use policies or rules may result in denial of future use of the meeting, financial liability for damages, and/or immediate removal from the room.

Questions about this policy should be directed in writing to the Library Director.

Approved by the Board of Trustees on 07/19/2020