

Meeting Room Use Policy of the Wright Memorial Public Library Board of Trustees

It is the policy of the Wright Memorial Public Library Board of Trustees that the primary purpose of the library meeting room is to provide facilities for library-related activities. Needs of the library for use of the meeting room take precedence over use by outside groups.

As a community service, the library makes its meeting room available for public gatherings of a civic, cultural, or educational nature when it is not being used for library-related programs. Meetings must be open to the public.

The meeting room may not be used by profit-making ventures or by representatives of profit-making companies and/or by organizations to advertise or sell their goods or services.

Groups using the meeting room may not charge admission, sell merchandise or services, or solicit donations, unless the group is soliciting donations to benefit the library. Exceptions are established nonprofit organizations, which may accept membership dues; educational groups which may accept fees for a workshop or education course; and authors, illustrators, or performers at library-sponsored programs who have been given permission to sell their books or recordings.

Users of the library meeting room may not use the name and/or address of Wright Memorial Public Library in any way that might imply library sponsorship. The name, address, and/or telephone number of the library may not be used as contact information by the group.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement by Wright Memorial Public Library.

Equipment/Storage

The library does not provide equipment, such as audiovisual equipment, to users of the meeting room. Groups may bring their own equipment.

The library does not provide storage space for users of the meeting room.

Hours

Meetings may not be scheduled before or after library hours and must end 15 minutes prior to the library closing.

Group representatives may not enter the library building before regular opening hours or remain after the library is closed.

Food, Beverages, Smoking

Alcoholic beverages and smoking are prohibited, except that alcoholic beverages may be permitted at events for adults sponsored by the library or affiliated groups, after the library administration has obtained any needed legal permits or licenses and/or additional insurance coverage.

Non-alcoholic beverages and catered or pre-prepared foods are permitted.

Other Responsibilities

The room's capacity may not be exceeded.

Groups using the meeting room are responsible for setting up the room for their meeting and for returning the room to the arrangement and condition in which it was found.

Groups using the meeting room must not disrupt the normal functions of the library.

A representative of the group using the room must sign the Meeting Room Reservation Form accepting responsibility for damage before admittance to the room.

The library does not accept responsibility for equipment, supplies, or other items owned by groups that use the library's meeting room.

The library administration has the right to deny the use of the meeting room to any individual or group that does not meet the criteria above or that violates this or any other library policy.

Special Provisions for Groups Affiliated with Wright Library and Community Partners

The Library, the Friends of Wright Library, the Wright Memorial Public Foundation, and the Board of Trustees of Wright Memorial Public Library* are permitted to hold occasional "by invitation only" events that are not open to the general public, such as fundraisers for the benefit of the library, appreciation events for donors and volunteers, or special programs offered as a benefit to members of the Friends of Wright Library. "Members-only" programs for Friends of the Library shall be held no more than twice during a calendar year (in addition to the Friends Book Sale Preview).

*Please note that all meetings of the Board of Trustees are open to the public.

If a group is working in an official partnership with the library, a leader may make arrangements with the library staff to enter the building early to set up the room for an event scheduled to begin at the time the library opens.

A group working in an official partnership with Wright Library, with permission of the Library Director, may make arrangements for their members to register for a limited number of the available spaces for an event.

Approved by the Wright Memorial Public Library Board of Trustees
November 15, 2010.

Reservation Procedure: Reservations may be made for a maximum of six months, renewable sixty days before expiration if the room is available.