

## Meeting Rooms

Wright Library is pleased to provide meeting rooms for community use. The primary purpose of the library meeting rooms is to provide facilities for library programs and needs. As a community service, the library also makes its meeting rooms available for gatherings of a civic, cultural, or educational nature when it is not being used for library-related programs. Meetings in the Community Room must be open to the public.

The meeting rooms may not be used for private parties, profit-making ventures, or by representatives of commercial organizations to advertise or sell their goods or services. Groups using the meeting rooms may not charge admission, sell merchandise or services, or solicit donations unless the group is soliciting donations to benefit the library, with the following exceptions:

- Nonprofit organizations may accept membership dues
- Educational groups may accept fees for a workshop or education course
- Authors, illustrators, or performers at library-sponsored programs may, with permission, sell their books or recordings.

Groups using the meeting rooms must agree to follow the library’s Meeting Rooms policy and Rules of Conduct, and may not disrupt the normal functions of the library.

Users of the library meeting rooms may not use the name or address of Wright Memorial Public Library in any way that might imply library sponsorship. The name, address, 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.

### WMPL MEETING ROOM DESCRIPTIONS

<p><b>COMMUNITY ROOM</b>                      Size: 1200 SF                      Minimum for reservation: 8                      Maximum capacity: 80</p>	<p><u>Equipment Availability:</u>                      Tables &amp; chairs                      Writable projection screen &amp; video screen                      Wireless (AirMedia) &amp; wired (HDMI) connections</p>
<p><b>SHANK CONFERENCE ROOM</b>                      Size: 167 SF                      Minimum for reservation: 3                      Maximum capacity: 10</p>	<p><u>Equipment Availability:</u>                      Powered tables (2) &amp; 10 chairs                      Video screen                      Wireless (AirMedia) &amp; wired (HDMI) connections</p>
<p><b>ABERDEEN CONFERENCE ROOM</b>                      Size: 140 SF                      Minimum for reservation: 3                      Maximum capacity: 8</p>	<p><u>Equipment Availability:</u>                      Powered table &amp; 8 chairs                      Video screen &amp; connection (HDMI)</p>
<p><b>PASSPORT OFFICE</b>                      Size: 90 SF                      Walk-in only                      Maximum capacity: 4</p>	<p><u>Equipment Availability:</u>                      Table &amp; chairs</p>



Groups may reserve meeting rooms in advance by contacting the library and agreeing to the Meeting Rooms policy. A group is defined as three or more persons. A minimum group size of eight is required to reserve the Community Room. Meeting rooms may be used by two or fewer individuals on a walk-in basis, but they may be asked by library staff to relocate if a group reserves the space. Exceptions to the group size minimum may be made at the discretion of the Library Director.

Although rare, reservations may be cancelled or modified by library administration when necessary to meet the needs of the library.

#### Equipment/Storage

Limited equipment is available, including video screens and methods to connect to those screens (wireless or wired). Additional audiovisual equipment is available in the Community Room. Equipment must be requested in advance by the user. The library does not provide setup or storage space for users of the meeting rooms.

#### 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 and Beverages

Food and non-alcoholic beverages are permitted in the Meeting Rooms. Alcoholic beverages are prohibited, except for events sponsored by the library or affiliated groups, after the library administration has obtained any needed legal permits or licenses and/or additional insurance coverage.

#### Other Responsibilities

Room capacities may not be exceeded.

Groups using the meeting rooms 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.

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 Memorial Public Library and Community Partners

The Library, the Wright Memorial Public Foundation, the Board of Trustees\*, and any other affiliated group of Wright Memorial Public Library are permitted to hold occasional "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 groups affiliated with Wright Memorial Public Library.

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



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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 Memorial Public Library, with permission of the Library Director, may make arrangements for their members to register for a limited number of available spaces for an event.

