

Meeting Room Policy

Updated by the Library Board of Trustees on May 20, 2024

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; and
- 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 this policy and the Rules of Conduct policy, and may not disrupt the normal functions of the Library.

Users of the Library meeting rooms may not use the name or address of the 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 a user or a group.

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

Groups may reserve meeting rooms in advance by contacting the Library and agreeing to this 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 fewer than three 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.

User Responsibility and Liability

In general, users must be 18 years of age or older to reserve a meeting room. However, high school students may be permitted to reserve meeting rooms for school-related activities.

The user or group which reserves a meeting room shall assume responsibility for all loss, damage, or injury arising from the use of the meeting room. A fee may be charged if the meeting room use by an individual or group results in the need for repair to Library furnishings or equipment or if excessive clean-up is required by Library staff. Determination of additional fees will be at the discretion of the Library Director.

The Library assumes no liability for theft or damage to personal property brought into the Library by a user or a group nor for injuries which occur as a result of actions of sponsors or participants in activities in Library meeting spaces.



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 a 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 before regular opening hours or remain after the Library is closed. Any exceptions must be approved by the Library Director.

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 the 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 the Library. 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 the 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.

WMPL MEETING ROOM DESCRIPTIONS

COMMUNITY ROOM	<u>Equipment Availability:</u>
Size: 1200 SF	Tables (24) & chairs (80)
Minimum for reservation: 8	Writable projection screen & video screen
Maximum capacity: 80	Wireless (AirMedia) & wired (HDMI) connections



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