

Meeting Room Policy

Purpose:

The main purpose of the Library's Meeting Room is to provide space for library programs and events, and civic, cultural, educations, and informational meetings.

The second purpose of the Meeting Room is to house items of historical significance to the community of Wheatland. The library regularly takes donations of items of cultural value to the community to house in the room. All items donated to the room become property of Curtis Memorial Library upon donation.

The library is not responsible for views and opinions expressed by those using the meeting room. Permission to use the meeting room does not constitute endorsement by Curtis Memorial Library.

Availability:

- The meeting room is open to patrons during normal business hours. All items in closed cases will not be removed. Books and documents must be handled with extreme care. All items must remain in the Meeting Room. Any copies will be printed by the library staff. Copies are \$0.15 a page.
- Meeting Room use is granted on a first-come first-serve basis. Reservations are taken not more than 3 months in advance. Reservation forms must be filled out by responsible party and approved by the library director before use. Walk-in appointments may be made, depending on room availability. No group may reassign their reservation to another group.
- The Meeting room is available during regular library hours. Meetings must conclude 15 minutes before the library closes. Meetings may not go longer without submitting a request for extended time to the Director.
- The library reserves the right to refuse room reservation to anyone.
- The library reserves the right to cancel a reservation if the space is required for its own use or use by the City of Wheatland. Every effort will be made to give adequate advance notice.
- No individual group can reserve the room for more than 3 consecutive days in one month.
- Priority for room use will be: Library programs, civic, community, cultural or educational programs, professional parent/child visitation sessions, for-profit entities (a \$25/four hour fee for all non-library sponsored events will apply).
- No guarantee can be made for monthly or regularly scheduled meetings.
- Forums or informational meetings for potential elected officials are allowed, but no attendee names, addresses, email addresses, or other personal information may be gathered at the time of the meeting. No handbills, campaign literature, or other items intended to solicit votes may be distributed at the meeting.
- Room capacity is 15 people.

Restrictions:

- Sales, solicitation or later sales, order placement, or fundraising in the library's Meeting Room are prohibited except for events that benefit the library.
- The Meeting Room is not available for private parties.
- Library personnel must have access to the Meeting Room at all times and the library retains the right to monitor all meetings on library premises.

Meeting Room Policy

- Meetings that disrupt normal library functions will not be permitted. (Example: excessive crowds, excessive noise, or anything covered under the Disruptive Patron Policy)
- Library Staff will give directions to the room, but cannot act as a receptionist for person and attendees using the meeting room, such as taking calls, etc.
- The Library's address or phone number may not be used as the contact information for the entity using the meeting room.
- Curtis Memorial Library's name must not be used as an event sponsor (implied or otherwise) or endorsement unless permitted in writing by the Library Director. The following statement should be used on promotional materials: "This program is sponsored by _(Origination)_ and will be held at Curtis Memorial Library."
- The Library is not responsible for the loss or damage of private property or for any accidents that may occur.
- Food and non-alcoholic beverages are allowed in the room. Coffee pots and an electric kettle are available for use with permission. All utensils, cups, and plates must be provided by the organization using the room.
- No alcoholic beverages or smoking of any kind on library property.
- The Meeting Room will be held for 15 minutes past the reserved time. If the reserved group does not arrive within that window, the room can be released to another group. Failure to properly cancel room reservations in a timely manner could forfeit future room reservation privileges.
- No items will be stored at the library, please factor in set-up and clean-up times to your reservation.

Responsibilities:

- The Meeting Room should be cleaned when leaving - tables wiped, trash and food in trash bags, and all furniture returned to the location it was found in.
- If used, all coffee pots should be cleaned and left unplugged.
- The outside door should be locked and the lights turned off.
- Cancellations should be made as early as possible. The organization is responsible for notifying members of schedule changes.
- Nothing is to be fastened to the walls or ceiling.
- A \$25 fee will be paid at the time of reservation to reserve the room for one to four hours. For meetings that go longer than four hours a fee of \$50 will be charged. This fee is refundable if the meeting is cancelled in advance, but not in the case of no-shows.
- Damages to library property or failure to properly clean after use of the Meeting Room will be assessed on a case-by-case basis by the Director and subsequent charges will be made to the organization.

To reserve the Meeting room at Curtis Memorial library please fill out the attached form and turn it into the Library Director. The director will review the form and contact the applicant with any questions the library has and if the reservation is approved or available. The form will be on file with the library for one year.

Adopted 6/7/2021