

Wood Library Meeting Room Use Policy

From the Wood Library Association Bylaws & Policies – Approved by Board of Trustees 5/19/03

- The initial request for using meeting rooms will be made in writing on a registration form provided to the Director for approval. A representative of the organization reserving the room will sign the form signifying their acceptance of responsibility for following library regulations and for any damage. Registration forms will be kept on file and verified annually.
- Meeting rooms may be used by educational, cultural, or civic groups or organizations. A for-profit business may hold an educational meeting but may not charge for admission or sell products or services at the event. A charge is allowed for cost of program materials.
- Library sponsored or library oriented programs will receive priority in scheduling; other groups will be considered on a first-come basis.
- The room should be reserved at least one week in advance of the meeting, but not more than six months in advance.
- A large meeting room, small meeting room, and storyroom are available for reservation. Meeting rooms are available during regular library hours.
- The large room has a capacity for 30 chairs with tables; or 80 chairs without tables. Small room has a capacity of 8-12 chairs with tables; or 15 chairs without table. Storyroom has a capacity for 10 chairs. All groups will observe legal limits set by the Fire Department and posted in the large meeting room.
- The library will provide room setup when possible. However, from time to time, the group or individual may need to re-arrange the room to suit their needs.
- Although a fee is not charged for the use of the meeting rooms, a free-will donation to the library will be appreciated.
- A representative of the group should check in at the Main Floor Desk upon arrival.
- The room should vacated 15 minutes before library closing time to permit staff to close the building promptly.
- The group or individual is responsible for maintaining order, enforcing the non-smoking rules of the library, providing their own utensils and supplies, and removing possessions from the room at the conclusion of their meeting.
- In publicizing a meeting to be held in the library, the sponsoring individual or group, should clearly state their name identify the date, time and place.
- The fact that a group or individual is permitted to meet at the library does not in any way constitute the library's endorsement of the group's or individual's policies or beliefs.
- The library must be notified promptly of cancellations; repeated failure to do so may be grounds for declining future use of rooms.

**Wood Library
Meeting Room Registration Form**

(Please print legibly)

Registration Date _____

<i>Staff Initials</i> _____ <i>Time:</i> _____
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Organization or Name _____

Address _____

Type of organization or activity (use other side if needed) _____

President/Chairperson _____

Telephone number (Home) _____ (Work) _____

Authorized Representative _____

Telephone number (Home) _____ (Work) _____

Email Address _____ Fax _____

Projected Room Use (*Note: You may tentatively reserve rooms pending approval.*)

__ Single Use - Date/time: _____

__ Multiple Use - Frequency/times: _____

I am the authorized representative. I have received and read the Wood Library Meeting Room Use Policy. I agree to comply with its provisions and to inform my group of its content. It is understood and agreed that I, or the group that I represent, may be held financially responsible either individually or collectively for any loss or damage to Wood Library's facilities and equipment that may result from our use of facilities and equipment.

Date: _____ Signature _____

FOR LIBRARY USE ONLY

Approved: __ Yes __ No Notification date _____ Initials _____

Library Representative _____

If not approved, state reason (s) _____