

## USE OF THE MEETING ROOM

Meeting space is intended primarily for use by the library for programs, presentations and staff training by library staff, the Friends of the Library, and other organizations affiliated with the Library.

When not in use by the library the space is available free to all non-profit groups of the Wayland Cohocton School District and for a fee to profit and non-resident groups for civic, cultural, educational, or public informational programs and meetings.

### Meeting Room Availability

- The library has two rooms available for meetings/programs. The conference room has a seating capacity of 6-8 people. The conference room is generally available on a first- come first- serve basis, however, reservations may be made no more than 30 days in advance. Suggested usage is a maximum of two hours.
- The Community Room has a maximum occupancy of 100 for standing or 50 for chairs arranged auditorium style. Reservations may be made up to 4 months in advance.
- Programs run by the Library have preference in scheduling.
- Meeting times should correspond with the regular daily library schedule and must be concluded 15 minutes prior to closing.
- Special arrangements can be made to pay a staff member for this service at \$20.00 per hour for meetings scheduled during non-open hours
- Meeting rooms are not available for social gatherings, for the benefit of private individuals, for commercial purposes, or any closed meetings.
- Meeting rooms will not be available when the library is closed due to emergency conditions or inclement weather.
- The library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the library's control.
- The library reserves the right to change, cancel, or revoke reservations for meeting rooms. If changes or cancellations are necessary, the library will provide the affected group as much notice as possible.

### Application:

- The Director shall determine the eligibility of any group to use the meeting room facilities. The library reserves the right to limit usage that violates the purpose of the Library's policies
- All bookings are made through the Library Director and by completing an application form. Completed applications must be submitted at least 48 hours in advance of the meeting.

- The applicant shall be responsible for the conduct of the meeting, adherence to regulations, the payment of any fees or charges and any damage to library property.
- By booking the Community/Conference Room, the sponsors of the Organization accept the rules and regulations of the Library.
- The library reserves the right to change, cancel, or revoke reservations for meeting rooms. If changes or cancellations are necessary, the library will provide the affected group as much notice as possible

### General conditions:

- There is no charge for meeting room use for non-profit groups, during regular open hours, however, the library accepts donations to the Building & Equipment Fund. Fees for Profit groups will be charged \$25 for use lasting up to 2 hours and \$50 for events lasting 2 – 4 hours.
- All meetings are open to the public.
- Groups may not charge admission fees or registration fees for programs/meetings. Groups may conduct customary activities such as collecting dues from members, but cannot solicit donations.
- No products or services may be advertised, solicited or sold in library meeting rooms or on library property except for library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the library Friend's organizations or a bookseller (bookstore or publisher representative acting on behalf of those organizations). The speaker/performer must notify the library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff.
- Educational tutors may meet with individual students at no charge in the Library's tutoring area.
- Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits or fees may be charged for purchase of supplies for the program but the program must be open for all who wish to attend.
- Only fundraising events sponsored by the library, Friends of the Library or other organizations affiliated with the library are permitted.
- The use of meeting rooms does not imply the library's endorsement of any policies or beliefs expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using the library facilities.

### Equipment:

- Both meeting rooms are equipped with a projection screen and public Wi-Fi access.

- Various audio-visual devices which include digital projector, TV, laptop computers, data and telephone lines are available at no charge to support programs with the exception of the videoconferencing equipment which is available at \$10.00 per hr.
- The sponsoring organization is responsible for equipment repair or replacement if broken or damaged.

### Restrictions:

- Use of tobacco products are prohibited any where on library property.
- Use of alcohol is limited to library fundraising events.
- Light refreshments are limited to tiled floor area only.
- The use of hazardous materials in classes or demonstrations is prohibited.
- No open flame is permitted at any time.
- No items may be hung on the walls, windows, without prior permission.
- Any publicity, including brochures, flyers, pamphlets, ads, radio announcements, etc. must carry the name and address of sponsoring organization. The library may not be identified or implied as a sponsor or the meeting or program.
- The group is responsible for the security, safety, and behavior of the group. Children must be supervised by group members and pick up of children must be monitored by the group.
- The library's "Rules of Conduct" policy applies to the use of the meeting rooms. Noise and conduct are expected to be maintained at a level so as not to disrupt the normal operations of the library.
- Applicants are responsible for room set-up and for returning all chairs and table to their original location. No undue burden shall be placed upon library staff for room clean-up. Any unusual cleaning problems or damage will be billed to the group.

### Disclaimer:

- The applicant and/or organization holds harmless the Wayland Free Library, its officers, directors, agents, representatives, managers, employees and affiliates from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses.
  - The Library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the library building.
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I am applying for the use of the Meeting Room at the Wayland Free Library in the Gunlocke Memorial Building. **I have read the provisions listed above and agree to comply with them. As the responsible party, I have read the Meeting Room Use Policy. I agree that this organization will assume full responsibility for any damages or additional cleaning fees. The aforementioned organization also holds harmless the Wayland Free Library, its officers, directors, agents, representatives, managers, employees and affiliates from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses.**

Date and Time of Meeting \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of Contact (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Date Submitted \_\_\_\_\_ Telephone /cell number \_\_\_\_\_

Email address \_\_\_\_\_

Probable length \_\_\_\_\_ Probable attendance \_\_\_\_\_

Nature of Meeting \_\_\_\_\_

Approved by Board of Trustees: April 30, 2012