

WAHOO PUBLIC LIBRARY MEETING ROOM POLICY

In keeping with the Wahoo Public Library's vision to offer a safe place for people and ideas to come together, reading, learning, listening and interaction for the greater Wahoo community, the Library Board of Trustees accepts the responsibility for providing and maintaining adequate library facilities. Further, the Board of Trustees endorses the following policy for use of the Library's Meeting Room spaces.

1. Library programs will receive priority for room use.
2. All reservations will be made through the Library staff; meetings held during non-library hours must be approved by the Library Director.
3. Local non-profit organizations may use meeting rooms without charge when the planned events are educational or cultural in focus.
4. Local, regional, and state government groups may use library meeting rooms free of charge if a local community member takes responsibility for its use.
5. Only light refreshments may be served unless otherwise approved by Library Director.
6. Commercial activities such as selling or advertising products, services, or memberships are not allowed. The exception to this is when the event is a Library fund-raiser sponsored by one of the Library-affiliated boards or organizations and approved by the Board of Trustees.
7. No admission may be charged by any group using meeting rooms without the written permission of the Library Director.
8. No meetings which interfere with the operations and purposes of the Library will be allowed.
9. Children under 8 who accompany parents to non-library meeting room activities are the responsibility of those parents and not the Library Staff.
10. In the event of a conflict of use, preference will be given to meetings which are open to the public.
11. Groups will honor the general Library rules of no smoking, vaping, or tobacco products, no alcohol, no hazardous materials, no weapons, and no use of open flames.
12. Groups using the meeting rooms are responsible for damages incurred during their time of usage.
13. Those sponsoring the use of the meeting rooms will return the room to good order.
14. Any fees or security deposits will be determined at the discretion of the Library Director.

July 12, 2006

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