

Meeting Room Policy

Wabasso Public Library

Purpose

According to its Mission Statement, the Library seeks to provide "...services for the fulfillment and enrichment of educational, informational, cultural, and recreational needs for the community and its surrounding townships in an atmosphere that is welcoming, respectful, and businesslike." To that end, the Wabasso Library provides a space for meetings which are civic, cultural, educational and informational in their nature.

General

The meeting room is provided on a first-come-first-serve basis. Library sponsored programs have priority use.

The meeting room may be reserved up to 2 months in advance. Reservations beyond this time frame must be approved by the Library Director. Other recurrent use of meeting rooms (monthly or multiple/month) will be handled on a case-by-case basis taking into consideration the frequency, duration, and availability of space.

The meeting rooms may not be used for events such as parties, showers, or family reunions.

The use of the Library's meeting room does not constitute an endorsement of any organization's policies or beliefs.

Private for-profit businesses may be permitted to use the Library meeting room, but shall not be permitted to make direct sales during such meetings.

Arrangements can be made with the Library staff to obtain a key for using the meeting room when the Library is not open.

Any reservations may be cancelled or rescheduled if the room is needed for Library business.

User Expectations

The Library's **Rules of Behavior Policy** applies to the use of the meeting room. Noise levels for the meeting room must not disturb Library patrons or staff. Individuals attending meetings are responsible for supervision of their children.

Meeting room users are responsible for their own supplies, room arrangement, and returning the room to its original order. They are also responsible for any damage which occurs while in use.

Alcoholic beverages or smoking is not allowed on the premises.

Anyone using the Library meeting room must complete the Meeting Room Agreement Form. The Library must be notified by the contact person of any changes. Anyone under the age of 18 must have an adult complete the meeting room form, and adult supervision must be provided during meeting room use.

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It is the responsibility of the contact person to inform the Library of any change in contact information or persons responsible for the organization. If the group intends to continue meeting at the Library, the responsible party should submit a new agreement form with the requested meeting dates/times.

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