



## MEETING ROOM POLICY

Wadsworth Library has three meeting rooms available for use by groups and organizations upon application. Users must abide by meeting rooms policy.

Large meeting room (50+)

Small meeting room (6-8)

Main floor study room (4)

Applications are available at the service desk and online at <https://wadslib.libcal.com/reserve/meetingrooms>. The library director must approve use of the meeting rooms. Booking may be requested by phone, but an application must be submitted before confirmation. Rooms are available on a walk-in basis when not otherwise scheduled.

Use of the Library for community meetings is primarily for the programs conducted or sponsored by the Wadsworth Library; and secondarily for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes. All meetings must be open to the public.

Programs that are planned by Wadsworth Library, take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of meeting space for Library purposes.

No admission fee or required donation may be charged. A sponsor of the meeting or program may request a fee from participants only to the extent that such a fee covers the cost of materials furnished to participants. Such charges should not be construed as an admission fee. No portion of any fee shall accrue to the benefit of an organization or individual.

### General Rules of Use

1. Meeting space may not be used for religious services, sales promotions, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses or meetings closed to the public.
3. Except as a designation of location, the name of the Wadsworth Library may not be used in any publicity related to the use of the meeting space.
4. Meeting space is available for use only during the Library's normal hours of operation, unless prior approval is given by the Library Director. Programs should be planned so the meeting space is vacated 15 minutes before closing time.
5. No cooking or use of the kitchenette. No alcohol or smoking is allowed in the building.



6. Programs should be planned so that the meeting space will be vacated 15 minutes before closing time.
7. Meeting space should be left clean, with all garbage disposed of. Tables and chairs should be returned to the positions in which they were found.
8. No games of chance may be played.
9. Meetings must be conducted in such a way as not to disturb library operations.
10. The library has a screen and projector which may be used, but it is the responsibility of the sponsoring group to set up and connect equipment. The library does not have personnel available to assist.
11. Library personnel will not move or rearrange furniture.
12. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
13. The applicant accepts liability for either damage to Library facilities or loss of Library property.
14. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the American with Disabilities Act.
15. Library personnel must have free access to meeting space at all times.
16. Applicants are encouraged to visit the meeting space in advance of their event to determine setup needs.

The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

Responsibility for Upholding

**DIRECTOR**

*Policy adopted December 2008 by Board of Trustees*

*Revised on December 10, 2015 by Board of Trustees Reviewed by Board of Trustees on April 12, 2018*

*Revised June 2022*