

## Meeting Room Rules and Regulations

The meeting rooms of the Wood County Public District Library are for the use of the library and library-related organizations. When not required for such use, local groups, organizations, and individuals are welcome to use the meetings rooms subject to the following regulations:

1. **Assignment and Use of Rooms:** Meeting rooms are to be used for educational, recreational, social and cultural programs for the benefit of the people of Wood County. No use of a meeting room shall be permitted, nor allowed to continue, that disturbs the library's primary functions and operations. The library reserves the right to assign groups to a particular room and to reassign rooms if necessary.

### 2. Meeting Room Rental Fees:

A. **Non-Profit Groups:** Payment of \$20 for up to three (3) hours will be required at the time of making reservation. Additional hours (including time to set-up and clean-up) will incur a \$10 per hour, or any part of an hour, fee when the room is reserved. A full-day rental (at least 6 hours) will be assessed a flat \$100 fee. Proof of non-profit status may be required.

B. **For-Profits & Individuals:** Payment of \$75 for up to three (3) hours will be required at the time of making reservation. Additional hours (including time to set-up and clean-up) will incur a \$20 per hour, or any part of an hour, fee when the room is reserved. A full-day rental (at least 6 hours) will be assessed a flat \$300 fee.

3. **Hours Available:** Meeting rooms are available when the library is open to the public. An additional fee of \$150 per hour, or any part of an hour, will be charged for groups arriving early or staying late. Any group wishing to arrive early or stay late must make arrangements in advance with the administrative office; permission will be approved only if staff is available to secure the building. Normally permission to use the meeting room after hours will be limited to no later than one hour after closing.

4. **Non-Profit Activities Only:** Even if rented by a for-profit group, meeting rooms cannot be used for profit-making purposes. They may not be used, for example, as "sample" meetings designed to exhibit goods for immediate or later purchase, or for the sale of services to be provided immediately or at a later time.

5. **No Admission Fees:** No admission fee may be charged to attendees of meetings. The soliciting of donations is prohibited.

6. **Application Form:** A Meeting Room Application and Agreement must be filled out by an adult, age 18 or older, representing the organization requesting use of the room, before a meeting room will be reserved. The person completing the form must remain in attendance throughout the meeting and will be responsible for the conduct of the group and for any loss or damage to library property and/or equipment, as well as for excessive cleanup costs. The person completing the application serves as the primary contact to the public; contact information may be given out in response to inquiries about your event. Events of public interest may appear on the library's events

calendar, and the primary contact's information will be included in the calendar entry. Reservations are required a minimum of 48 hours in advance (excluding weekends and holidays). The number of people expected to attend must be reported for statistical purposes.

7. **Room Setup:** Groups are responsible for setting up the meeting room to suit their needs as well as putting away furniture and equipment after their meetings. The library has limited audio-visual equipment available, cannot provide staff to operate equipment, and cannot guarantee the operation of equipment that might be made available. If equipment is available, users are responsible for familiarizing themselves with the operation of equipment in advance of the meeting. It is recommended that users provide their own audio-visual equipment if possible. Tables and chairs are available.

8. **Damages; Cleanup:** Any expense incurred by the library because of damage to the library building or grounds, or to library equipment, or because of excessive cleanup costs will be charged to the group. The person signing the Application will be billed and will assume responsibility for payment of those charges.

9. **Scheduling Limitations:** In order to serve as many groups as possible, a room may not be reserved for more than two consecutive meetings within any one month, or more than three months in advance.

10. **Prohibited Substances:** No alcoholic beverages or illegal substances may be dispensed or consumed in any part of the library or library property. Smoking and use of other tobacco/nicotine products is not permitted on library property.

11. **Library's Right to Cancel:** The library reserves the right to cancel or suspend permission to use meeting rooms granted to any group or organization violating these rules and regulations or for any other reasonable reason, including the need to schedule the meeting room for library-related functions.

12. **Director's Authority:** If a question arises concerning a reservation, the Library Director shall have final authority to resolve the issue.

13. **Rooms Available:** Meeting room A/B seats **70** comfortably auditorium-style. Meeting room C (on the second floor) seats **20** and is not available for before or after-hours usage.

14. **Disclaimer:** The Wood County District Public Library Board of Trustees and the staff of the Library do not endorse or approve of any group applying to use library meeting rooms. **The Board makes no endorsement, express or implied, of any non-library event held by any person or group using the library facilities pursuant to the Library's Meeting Room Rules and Regulations.** (A copy of the forgoing Disclaimer must be included in any advertising disseminated by the person or group using a library meeting room.)

Revised and approved by the Board of Trustees, April 19, 2016.



**Application and Agreement for Use of a Library Meeting Room**

Group \_\_\_\_\_

Type of meeting: \_\_\_\_\_

Individual responsible \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of meeting \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Before/After Hours needed  No  Yes - \$150 Before/After Hours fee will be added

Non-Profit  For-Profit  Individual use

Attendance expected \_\_\_\_\_ Will Refreshments be served  Yes  No

I have read this Application and Agreement and acknowledge receipt of the “Meeting Room Use Rules and Regulations.” I have read the Rules and Regulations, I understand and agree to abide by said Rules and Regulations, and I agree to pay any and all fees that may be required.

I further understand and agree that I must remain in attendance at the meeting scheduled pursuant to this Application and Agreement and that I will be held personally responsible for the payment of any damages or losses caused to Library property or equipment, for excess cleanup expenses incurred by the Library, as a result of our group or organization’s use of Library facilities or equipment, or for any other cost directly associated with our use of Library space.

I personally, and on behalf of the group I represent, agree to hold the Wood County District Public Library, its staff, and its Board of Trustees, harmless for any damages or injuries to persons or property caused by my group or organization’s use of Library facilities authorized by this Application and Agreement.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Library Representative Date

**Make checks payable to WCDPL**

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**For Library Personnel**

NP - \$20 / \$75 - 3 hours

NP - \$10 / \$20 additional hour(s) \_\_\_\_\_

NP - \$100 / \$300 flat fee (6 or more hours)

\$150 Before/After Hours fee

Room configuration: \_\_\_\_\_

Total amount: \_\_\_\_\_

Cash  Check # \_\_\_\_\_

\_\_\_\_\_ Initials of Staff Collecting Fee