

# **PUBLIC MEETING ROOMS PROCEDURES**

Approved By: AMZ 6/9/08

Revised: 12/2008

## **Reservations**

An official representative of the organization must be 18 years of age or older and must sign an agreement to (1) limit the number of people occupying the requested meeting room to the number posted by the Fire Marshall, and (2) accept full responsibility for any infraction of the regulations and any damage to Library property incurred during or in connection with the proposed meeting. Responsibility is non-transferable unless a new form is signed.

Advance notice of 24 hours must be given to the Library in the event that a scheduled meeting is to be canceled.

Cancellations should be telephoned immediately to the Library at 574-267-6011. Any group who cancels or does not show up three times will have its meeting room privileges revoked for the rest of the calendar year.

Applications for a single meeting will not be accepted more than three months in advance of the meeting date. Normally, the Meeting Room Coordinator approves all use of the meeting rooms. However, the Library Director will approve all new applications and applications that exceed the following guidelines the Meeting Room Coordinator uses during the approval process. Use of meeting rooms by any one group is limited to twelve hours per month maximum working around the restriction of two evenings or two days a month. The meeting room coordinator will approve exceptions (e.g., three half days in a month) that do not exceed the twelve hours maximum. The director must always approve the rare exceptions that exceed twelve hours per month.

Rooms are available on a first-come, first-served basis. Groups are encouraged to reserve rooms at least two weeks in advance. When the room reservation has been approved the group's official representative will be notified (email or phone) and they will be given a confirmation number. This number will be required on the day of the room reservation. Priorities for use of the meeting rooms are as follows:

1. Library sponsored meetings or programs.
2. Library co-sponsored or Library related programs.
3. Unrestricted public attendance meetings (free & open to all) by non-profit/non-commercial groups
4. Restricted public attendance meetings by non-profits and Meetings by commercial and/or profit organizations. (See "Fines & Fees Charges" area).

Audio-visual equipment specified on the Library's application is available. Groups must supply their own trained equipment operator. A-V equipment must be reserved two weeks in advance and is subject to availability. Additional equipment may be reserved at the Library to WCPL valid cardholders with two weeks advance notice. If a group

requests use of either the videoconferencing equipment or the mobile laptop computer lab, a member of the group (who will be attending the meeting), must be trained on the equipment use by library staff at least one week prior to the meeting room reservation. The library will issue a training certification that will be kept on file. Nothing is supplied unless it is requested on the application. No last minute requests will be filled. Emergency closing of the Library will be announced on radio and TV. The Library will make an attempt, but does not promise to reach the contact person for the group.

## **Care and Use of Facilities**

The Library building is handicap accessible.

There is a complete list of room equipment available in each meeting room or the Programming Services Office.

Groups are responsible for setting up chairs and tables in the meeting room. Guidelines are posted for clean up.

The person who signs the agreement is responsible for seeing that the room is returned to its original condition. Failure to notify the front desk upon departure may result in the loss of meeting room privileges.

Each organization assumes the full responsibility for any damages incurred resulting from the use of meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the rooms.

The Library does not assume any responsibility for items left behind or lost.

## **Meeting Facilities and Information**

The meeting rooms are available only during the Library's business hours.

Group meetings must adjourn fifteen minutes before the Library's closing time for that day. Groups refusing to leave the building at closing time may be fined and meeting room privileges revoked. Fines will be at least \$25 to a maximum of \$50 depending on length and personnel required to remain.

## **Occupancy**

By order of the Fire Marshall, maximum meeting room capacity is listed below.

Meeting Room A	75 Maximum
Meeting Room B (kitchen access)	75 Maximum
Meeting Room A/B (kitchen access)	150 Maximum
Meeting Room C	150 Maximum

## **Seminar Room/Literacy Room**

No reservations are taken.

Available on a first-come first-served basis only during Library business hours.

Check at the Reference Desk.

## **Study Rooms**

No reservations are taken.

Available on a first-come first-served basis only during library business hours.

Ask at the Circulation Desk.

See Appendix for Meeting Room Application.

### **Charges for Meeting Rooms:**

- **Non-Profit or Non-Commercial Restricted Public Attendance**  
Meeting Room A/B & C: \$10.00 per hour
- **Profit**  
Meeting Room A/B & C: \$40.00 per hour