

Public Meeting Rooms Policy

The Warsaw Community Public Library welcomes public use of its meeting facilities in keeping with the Library's mission "to provide quality customer service, to provide open access to information and promote literacy, love of reading, and lifelong learning opportunities for all members of the community".

General Guidelines

Use of Library meeting rooms is normally limited to groups within the Library service area. A group must consist of at least five individuals. Groups of four and under are welcome to use a table in the Library if they are quiet and considerate of other patrons. Maximum attendance is limited by the size of the room. Based on usage patterns and availability the director sets the maximum hours groups are able to use the meeting rooms per month and the maximum limits of days or evenings allowable per month. (See "Public Meeting Rooms Procedures").

Study Rooms/Literacy Room/Seminar Room, when not being used for Library activities, may be made available to groups or individuals on a first-come, first-served basis during Library business hours. Check at the Reference/Circulation Desk for availability. Use may be restricted at the discretion of the Library. No patron reservations are taken.

Meetings held at the library must be educational, cultural, intellectual, or charitable in nature. The Library board is the sole arbiter of any questions as to which groups may meet on its property. 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, and 4) restricted public attendance meetings. While the meeting room may be a public forum for First Amendment expressive rights, it is secondary to the primary and fundamental purpose of the library. Therefore, the meeting rooms and the library premises are "limited public fora" and the library can prevent uses, which disrupt or undermine its basic purpose.

Library meeting rooms are free of charge. The official representative of the group must be 18 years of age or older.

Only the Library or a Library related group may sponsor fund-raising or purely social programs in the Library.

No soliciting. That includes but is not limited to: no buying, selling, offering to sell (e.g. no order or name taking), or trading of products or services will be allowed except in support of the Library.

Programs and meetings conducted at the Library may not be used to promote any private commercial interests or products.

The name, address, or telephone number of the Library must not be used as the official address or headquarters of an organization. Any publicity prepared by an organization about its meeting, i.e. brochures, fliers, radio and TV announcements must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor. In any publicity, the Library name must be given as "Warsaw Community Public Library", 310 East Main Street, Warsaw, IN. The Library telephone number may not be given for information access to the group.

At least one person, 18 years of age, or older must be present at all meetings. Children and young adults must be supervised at all times by at least one adult. One adult per ten children or young adults is preferred.

Music and noise must be kept to a reasonable level as determined by Library personnel. No activity shall be permitted on the library premises, which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.

Library staff is not responsible for handling registrations for groups meeting in the Library and must not be involved in the collection of fees.

The Library does not provide any office services, equipment or supplies including but not limited to fax, telephone, photocopying and computers except as available in regular patron areas. Free parking is available at the Library but is not guaranteed.

The Library does not have staff available for loading, unloading, or carrying of group's materials. This is the sole responsibility of each group. The Library does not assume responsibility for the security of clothing, valuables, etc., nor for personal or group equipment.

Smoking is not permitted anywhere in the Library, including the restrooms. Neither alcoholic beverages, nor any abusive substances of any kind are permitted on Library property. Open flames are prohibited unless pre-approved by the Library Director or in a Library sponsored event.

The director will review groups failing to abide by the Meeting Room Policy and Meeting Room Procedures. Meeting room privileges may be lost.