

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, when not being used for Library activities, may be made available for serious small group tutoring sessions (2-4) on a first-come, first-served basis during Library business hours. Check at the Circulation Desk for availability. Use may be restricted at the discretion of the Circulation Supervisor or the Library Director. **The 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 Desk for availability. Use may be restricted at the discretion of the Information Service Librarian or the Library Director.

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.

PUBLIC MEETING ROOMS PROCEDURES

Reservations

An official representative of the organization must be 18 years of age or older and must **agree** 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.

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.

Equipment specified on the Library's application is available. Groups must supply their own trained equipment operator. Equipment must be reserved two weeks in advance and is subject to availability. If a group requests use of the mobile laptop computer **cart**, 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 from the **Circulation Department**.

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

The person who requested the room 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

No patron reservations are taken.

Available to groups or individuals on a first-come, first-served basis during Library business hours.

Check at the Reference Desk for availability.

Use may be restricted at the discretion of the Information Services Librarian or Library Director.

Study Rooms/Literacy Room

No patron reservations are taken.

Rooms are available for serious small group study or tutoring sessions (2-4) on a first-come, first-served basis during library business hours.

Check at the Circulation Desk for availability.

Use may be restricted at the discretion of the Circulation Supervisor or Library Director.