

WFL Meeting Room Use Policy

Purpose: The Wareham Free Library has meeting room space available for the purpose of promoting the library's Mission, "To provide a comfortable and welcoming place that stimulates people's imaginations, creates young readers, and connects residents to the world". Meeting room spaces are available to civic, cultural, charitable, and educational groups and organizations that have a substantial connection to the Wareham community and are consistent with the library's mission. The meeting rooms are not available to businesses or to private organizations.

No use of meeting rooms will be allowed that is likely to disturb library patrons in entering and using library facilities, impede library staff in the performance of their duties, or endanger the library buildings or collections. Persons attending any meetings or programs are subject to all library rules and regulations.

Use of meeting rooms does not imply the library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities. No advertisement or announcements implying such endorsement will be permitted. The Library Director has final authority concerning the use of the facilities for meetings and programs and reserves the right to refuse use of the facilities for meetings and programs that might disrupt library service. Permission to use the library meeting rooms may be withheld from individuals or groups who fail to comply with the meeting room policies and procedures.

Priorities: The library reserves the right to schedule and make room assignments according to the library's needs. In general, the library allows groups to reserve meeting rooms on a first come first serve basis or, in the case of a conflict, according to the following order of priority:

- Library sponsored meetings or programs
- Library related groups/organizations sponsored meetings or programs
- Municipal related meetings and programs
- Other government departments and agencies
- Local non-profit and civic organizations in Wareham
- Nonprofit and civic organizations outside the Town of Wareham

Available Meeting Spaces

Two meeting rooms are available for use at the Wareham Free Library

1. Community Room – Capacity 75
2. Conference Room – Capacity 15 (Available as staffing allows)

The Spinney Memorial Library has one meeting room available for use

1. Spinney Library Conference Room – Capacity 20

PLEASE NOTE: Meeting rooms may not be reserved for quiet/private meeting space for tutors, study space, or one on one meetings.

Applications and Scheduling:

- Users of any meeting room shall complete and submit a meeting room application form. The reservation form is available at www.warehamfreelibrary.org. If an applicant does not have access to the website, they may call the library and speak to the Library Director. Groups using a library meeting room regularly must have a Meeting Room Application Form on file at the library and said form shall be updated on a yearly basis.
- Reservation requests must be submitted at least seven (7) days in advance, but no more than three (3) months in advance.
- Applicants must be at least 18 years old.
- The contact name will serve as the authorized representative of the group who will assume responsibility for adhering to all requirements stated herein and corresponding with the library about the group's reservation.
- Failure to cancel a reservation in a timely manner may result in suspension of meeting space reservation privileges.
- Library staff reserve the right to cancel, reschedule or transfer meeting room locations or dates that conflict with library sponsored programs and/or special events or for other reasons within the sole discretion of the Library Director or designee without liability to the organization. In such cases, the library will make its best effort to give advance notice.
- In the event of an unscheduled library closing, a group may reschedule another meeting time. Unscheduled closings will be posted on the library's website. Whenever possible, the library will notify the contact person after the library decides to close.
- Meeting rooms may only be reserved for days and times when the library is open. All meetings must end at least 15 minutes before closing.

General Guidelines for Use:

- The applicant is expected to adhere to the stated purpose of the meeting.
- Meetings must be free and open to the public
- Patrons must check in at the Circulation Desk before using any reserved meeting space.
- No admission fees can be charged. No collections or donations can be solicited. No items can be sold.
- Coffee and light refreshments may be provided. No smoking or alcoholic beverages allowed.
- Each group is responsible for setting up or rearranging the room as necessary. Rooms must be left in the same condition as found. All materials must be completely removed after use of the room, and trash placed in the appropriate receptacles. Groups not leaving rooms in a clean and orderly condition, as determined by library personnel, may be billed a \$75 cleaning fee.
- The library will not store or be responsible for equipment belonging to groups using the facility, except with the permission of the Library Director.
- Groups should exercise all necessary precautions to avoid damage of library equipment, furnishings, floor coverings, and other library property. The group and its designated individual shall be responsible for any damage to library property.

- Groups using the meeting rooms shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.
- Groups are encouraged to use their own equipment for meetings. Any use of library equipment must be requested at the time the room request is submitted. When AV equipment is requested, groups MUST make an appointment for training at least 3 days prior to the day of the meeting. Library staff may not be available to assist with troubleshooting during the meeting.
- The name, address and/or phone number of Wareham Free Library may not be used as the official address or headquarters of groups using meeting rooms. In issuing posters, press releases or other publicity, groups may not imply that their programs are sponsored, co-sponsored or endorsed by the Wareham Free Library.
- The library does not prepare or issue press releases, promotional materials or otherwise promote in any way non-library sponsored meetings and programs.

LIABILITY –

The library is not responsible for any accident, injury, loss or damage to the private property of individuals or groups using the facility. The use of library property by the group is conditioned upon this limitation of liability, the group agrees to take such steps as are necessary to inform its members and invitees of this fact.

QUIET STUDY AREA POLICY

The Wareham Free Library provides a quiet study area in the non-fiction area of the library so that patrons may work individually or in groups of two without excessive distractions. Each cubicle in the designated area shall have no more than two people at a given time. Cell phones shall be silenced, and those using the space shall use headphones for any audio from a computer or other device.

The quiet study area is available on a walk-in basis only, first come, first served. The area is available during regular library hours.

As this area contains the non-fiction collection of the library, those using the quiet study area must anticipate a certain level of noise and activity at any given time. Those using the Quiet Study Area shall never ask a patron or staff member to quiet their activity.

Approved by WFL Board of Trustees: May 7, 2024

**Wareham Free Library
Meeting Room Application Form**

Name of organization/individual _____

Address _____

Contact Person _____

Telephone _____ Email _____

Is this for one time use? _____ Monthly? _____ Weekly? _____

Day and Date Requested _____

Time Requested (Please allow time for set-up and take-down of room) _____

Room Requested:

_____ WFL Community Room (75)

_____ WFL Conference Room (15)

_____ Spinney Community Room (20)

(Equipment available - chairs, tables, screen, projector, lap-top, open Wi-Fi, speaker's podium, white-board)

Type of Program or Meeting:

Circle one: Our organization is a:

- Local Government Meetings and Programs –
- Local Nonprofit and Civic Organizations in Wareham
- Local Nonprofit and Civic Organizations outside the Town of Wareham

I have read and agree to the Meeting Room Use Policy and the Meeting Room Use Procedures.

Signature _____ Date _____