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WILLIAMSON PUBLIC LIBRARY MEETING ROOM USE

As the community's connection for lifelong learning and discovery, the Williamson Public Library offers use of its community meeting rooms to fulfill its role as a community hub.

Policy:

- The meeting rooms of the Williamson Public Library are provided as a public service for the use of 501 c 3 non-profit organizations.
- Permission to use meeting room space does not constitute or imply support or endorsement by the Library or the Library Board of Trustees for a particular organization, its beliefs, or meeting content.
- An authorized (18 years or older) representative of the group must reserve the use of the room in advance, sign an agreement to abide by meeting room policies, and be responsible for any damages to the meeting room and its equipment beyond normal wear and tear. The group is also responsible for any injuries or misconduct as the result of the meeting. It is the responsibility of the person signing the room use agreement as the authorized representative of the group to remain on the premises throughout the period for which it is reserved to ensure that the use of the facility complies with these policies.
- Any requesting organization needs permission and must collaborate with the Library Director, if any additional organizations or groups other than the organization booking the room is using library space for an event or presentation. All groups involved must complete and sign the meeting room use policy booking slip.
- Groups or organizations using meeting room space may not personally profit from a meeting. No funds of any kind or admission fees may be solicited or collected. Sale of products or services is not permitted with the exception of the Friends of the Williamson Public Library who may use the space for fund raising. Rooms may not be used as a location to conduct business operations.
- As part of the Library's non-profit status the library is required to follow IRS regulations and its resources cannot be used for political activities/campaigns.
- All meetings must be open to the public.
- All rules and regulations of the library apply to those using the meeting rooms. Groups in meeting rooms must not disrupt or disturb other library users or library operations.
- Priority for meeting room use is given to library sponsored programs first. Other groups may use the library on a first-come, first-served basis.
- Rooms may be reserved up to 6 months in advance and no more than 6 meetings may be scheduled during a six-month period. Groups wishing to reserve an additional six meetings must wait until six months have passed since their first meeting.
- If the scheduling group cancels the use of the room, the library must be notified of the cancellation immediately. The library reserves the right to cancel a

reservation if the room is needed for library use. Whenever possible, a twenty-four-hour notice will be given.

- All groups are responsible for setting up the room, for returning furniture to its original place, and for clean-up and removal of trash produced from the meeting from the library.
- Refreshments may be served and kitchen equipment may be used, but the group must return items used to their original, clean condition after use. Smoking and alcoholic beverages are prohibited. All food, beverages and garbage must be removed from the meeting room space at the close of the meeting or a \$35.00 fee for cleanup will be imposed and future use by the group may be denied.
- Meetings may begin no earlier than 9:30 am M-F and 10:00 am on Saturdays. Meetings should conclude by 7:30 pm M-Th, 4:30 pm on Fridays, and 1:30 pm on Saturdays. Meetings must be conducted during open hours of the library and set up is not allowed before the library opens.
- The board reserves the right to require any applicant group to supply a certificate of insurance.
- Number in attendance is based on room capacity. It is the responsibility of the individual reserving the room to ensure that room capacity is followed.
- Groups must comply with ADA (Americans with Disabilities Act) and are responsible for providing qualified interpreters or auxiliary aids when required.
- Children attending meetings or accompanying adults who are attending meetings must be supervised at all times, both in the meeting room and in the library proper.
- The use of the rooms for solicitation or promotion of business services, for private parties or receptions, or for recurring meetings that function as worship services or ceremonies is not allowed. No group using the rooms shall charge a fee for attendance or materials. Permission to use the library's meeting rooms may be denied to any group that has previously been disorderly or has violated the meeting room policies.
- Meeting rooms, even when scheduled in advance, will not be available when the Library building is closed due to emergencies conditions or inclement weather. If the library closes early, staff will try to reach the meeting room contact and leave a message if possible. If the library is closed prior to opening it is the group's responsibility to check the Library's website and Facebook page if inclement weather is in the forecast.
- Groups are prohibited from making statements in their publicity or signage that suggest library sponsorship or endorsement. All publicity must include the following statement ***"This program is neither sponsored by nor affiliated with the Williamson Public Library. The viewpoints of any speakers are solely those of the speaker and not the Library, the Library staff, or the Library Board of Trustees. This event is free and open to the public."*** Users may not use the name, telephone number, e-mail address, or physical address of the Library as the official address or headquarters of their organization.
- Groups must abide by all town, state and federal laws, executive orders, and regulations.

- The Library may require a group to obtain additional insurance or security if the upon conferring with law enforcement, there is a heightened risk of disruption of Library operations due to a proposed meeting. The Library will keep a written record of the reason(s) for any decision to require security. The group in the provision of security services, at the applicable meeting, must include a waiver of liability and indemnification of the Library, and the Library must be named as an additional insured on the security company's certificate of insurance, a copy of which must be provided by the group to the Library in advance.
- Groups using library meeting room space agree to hold harmless the Town, Library Board of Trustees and Library employees from any liability associated with using the space for a meeting or program.
- When not in use, the small meeting room and digital equity booth may be used by individuals for group study or project work on a walk-in basis, same day sign-up, and one reserved booking per month. Individuals agree to abide by all of the Library meeting room use rules. As part of individual use there is a limit of 10 people in attendance for the small meeting room and two people in attendance for the digital equity booth.
- The Library may enter into affiliation agreements with organizations for the purpose of programming or outreach that align with the Library's plan of service. The organizations entering into contract with the Library for this purpose agree to abide by the meeting room use rules and the booking of the space will be handled via the agreement as a library affiliated program.
- Groups requesting booking and denied based on policy may appeal in writing to the Board of Trustees with detailed information on how the organizations meets the meeting room policy criteria at the next regularly scheduled Board meeting.

Adopted by the Library Board 3/17/2016

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