

MEETING ROOM POLICY

Primary Statement of Purpose

Wood River Public Library has two meeting rooms available for use by civic, cultural, non-profit, and educational organizations. The primary purpose of these rooms is to support the library's functions, meetings, and programs. In scheduling the meeting rooms, library needs may preempt any other events. The library reserves the right to reschedule any reservations due to unforeseen conflicts.

General Rules & Agreement

1. Applicants must be 21 years of age and must be in attendance during the duration of activity.
2. Applicant shall be responsible for cleaning and policing the area used and returning it to the same condition found prior to the event.
3. All persons using the meeting room must abide by the Rules for Acceptable Library Use (found in the Policy Manual).
4. Applicant shall be responsible for any theft of property or damage to the facility and shall reimburse the Wood River Public Library for the amount, as the case may be, for such theft or damage. Deposit will not be returned if theft or damage occurs.
5. Applicant understands the Library is not liable for any injuries or accidents occurring on library property or for the loss or theft of personal or organizational possessions. The Library reserves the right to require a certificate of liability insurance.
6. The use of the library will be confined strictly to the area reserved. Applicant will be held responsible for compliance with these rules and regulations by all persons participating in or pertaining to the activity. Failure to comply with these rules and regulations will be sufficient reason to void the agreement and eliminate future use of the facility. No intoxicants will be permitted upon the premises including the parking lot (Ordinance 75-14, Section 23). The applicant is responsible for ensuring compliance with Ordinance 75-14, Section 23 by all participants and attendees.
7. Use of a room requires a \$75 deposit. There is also a \$20 fee for every 4 hours reserved. The deposit is required at the time the agreement is signed, and must be a week prior to use. The fee is due at the time of use.
8. Deposit will be returned within a week of use, pending above agreement is adhered to.

Additional rules for meetings not affiliated with the Wood River Public Library

Organizations not affiliated with the Wood River Public Library may use the meeting room only when all of the following conditions are met:

1. The meeting is open to the public.
2. The organization conducting the meeting is not doing so for the immediate or ultimate gain of a for-profit business or agency.
3. No admittance fee may be charged, contributions taken, or collections made for non-library sponsored events. There may be no selling or taking of orders for any profit-making purpose. A fee may be charged for materials for a workshop or class.
4. The meeting takes place during regular library hours. All meetings should conclude at least fifteen (15) minutes before the library closes.
5. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.

6. Use of the meeting rooms by outside groups does not constitute Library endorsement of viewpoints or beliefs expressed by those groups and/or their members. Any printed promotional materials must be approved in advance by the Library Director, and must have the statement: *"The Wood River Public Library provides meeting space as a community service. The Library neither sponsors nor endorses this event, the speaker(s) or the organization."*
7. Groups may not use the Library's address or telephone number for registration purposes and the Library will not act as a receiving agent, or post office for groups, with the exception of Library sponsored functions.
8. Library staff or representatives may enter at any time and on any occasion.

The Library Director reserves the right to waive the deposit and/or fee at his/her discretion.

Infringement of any Meeting Room regulations or Library rules shall be grounds for denial of any future use of Library meeting space. If granting or refusing an organization permission to use the meeting room is disputed, the Wood River Public Library Board of Trustees has the final authority in granting or refusing permission for use of the room. The Board of Trustees periodically reviews this policy, and reserves the right to amend it at any time.

APPROVED AT REGULAR MEETING JULY 20, 2017