Community Conference Room Policy

Community Conference Room Form (see Form Appendix)

The Waverly Free Library offers a Community Conference Room for use by community groups and individuals who must abide by the following regulations.

1. The use of the Community Conference Room must be reserved by contacting the Library Director. Room reservation is on a first-come, first-serve basis, but cannot be reserved more than three months in advance.
2. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
3. **The Community Conference Room cannot be used for personal activities or parties such as birthdays and showers.**
4. Group size and program content must not interfere with regular library functions and practices.
5. Use of the Community Conference Room is restricted to those times when the Library is open to the public or if Library personnel or Library board members are present to oversee the opening and closing of the building.
6. Groups needing special seating arrangements or equipment are asked to make these arrangements themselves. The Conference Room is available for inspection and set-up prior to the date of the meeting.
7. Simple refreshments may be served in the Community Conference Room provided the room is left in good condition and users bring their own utensils and supplies and clean the room and kitchen area afterward. No alcoholic beverages or smoking is allowed on the premises.
8. A completed and signed “Application for Use of the Community Conference Room” Form must be submitted at least one week before the requested date of use. The person signing the form agrees to be responsible for the group using the room. Responsible adult leadership must be provided at all times.
9. Library programs and meetings may take precedence over all other programs, but the Library will not cancel any group’s use of the room without at least one week’s notice. However, the closing of the Library due to inclement weather or emergencies may cause the use of the Community Conference Room to be canceled with very short notice.
10. **Admission fees or collections cannot be taken by groups using the Community Conference Room, but fees for materials used by participants of tuitions for educational programs may be collected in advance.**

11. No meeting will be allowed if there is any commercial intent or solicitation for profit or sales from the group, individual, or organization. However at the discretion of the Library Director, the following will be permissible at library-sponsored programs.

    a. Fundraising to benefit the Library and/or sponsored by the Library, friends of the Library or other Library-related groups.

    b. The sale of books, CDs/DVDs, and other items by authors or artists as part of a Library program, and only at the time of the program.

12. Groups may not reserve the Community Conference Room more than once a month except at the discretion of the Library Board. Any group allowed on-going use of the Room may be asked to provide proof of insurance.

13. The Library also has a range of audiovisual equipment that may be used in the meeting room. Arrangements must be made at the time the Room is scheduled for use of this equipment. Individuals and groups using audiovisual equipment are responsible for the equipment and will be charged for necessary repairs. Library staff will examine all equipment prior to and after each event to ensure that it is in working order. Set up and take down is the responsibility of the group reserving the Room.

14. The Waverly Free Library is not responsible for any accidents, damages, or missing property incurring during the use of the Conference Room. Damage to Library building or Library equipment will be assessed to the booking group and the person signing the agreement.

15. Those using the Community Conference Room must use the front entrance to the Library. Parking in the Elizabeth Square parking area is prohibited. Use of the Library and Library officers is also prohibited.

16. There is no fee charged for the use of the Community Conference Room, but any donations made to the library for the expenses incurred to heat, light, and maintain the Conference Room will be gratefully accepted.

17. Any abuse of the above privileges may result in the suspension of the use of the Conference Room.

Application for Use of the Community Conference Room Form

The Library reserves to itself full discretionary powers with respect to the granting and honoring of any application.

The members of _____ request

that permission be granted to use the Community Conference Room of the Waverly Free

Library on _____ (date) at _____ (time) in accordance

with the rules and regulations of the Waverly Free Library for the following purpose.

Description:

_____

_____

Name, address, and telephone number of the person who will be responsible for the meeting.

Name: _____
Address: _____
Telephone: __(_____)_____

Estimated Number of people participating in your meeting. (Room capacity 47) _____
List estimated number of chairs needed. (36 max) _____
List estimated number of tables needed. (6 max) _____
Request use of Smartboard YES or NO

Please read the rules and regulations for use of the Room before completing the form below.

I, _____ agree to honor all the rules and regulations governing the use of the Community Conference Room.

Signature _____ Date _____

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For Library Use Only:

Date Approved: _____ Library Director Signature: _____