

Way Public Library Meeting Room Policy

As a service to our patrons, the meeting rooms of Way Public Library are open for use by the community if they are not needed for library programs. The primary function of the meeting rooms is to promote the library's mission.

Way Library has four meeting rooms on the lower level of the library, each of which can seat 25 or fewer people. Expandable partitions allow an individual room to open up into two rooms to accommodate 50 people, three rooms to seat 75 people, or all four rooms for 100.

Educational, cultural, informational and civic groups are encouraged to use the rooms for their meetings. Groups showing proof of non-profit (501c3) status will not be charged. If space is available, other groups or businesses may rent an individual room which seats 25 for \$50, or the other options listed above. Audiovisual equipment and the kitchen may be rented, at a charge to all groups.

The Meeting Room Policy of Way Public Library is as follows:

1. Meetings must be open to the public. A group cannot charge people who attend the meeting, although a material fee for educational workshops is acceptable.
2. The rooms are available on a first-come, first-served basis. The responsible party who books the room must speak with the staff member in charge of booking the meeting rooms. This person must also be in attendance during the allotted reservation time. All groups must check in and check out at the Circulation Desk at the time of the meeting.
3. Groups who do not qualify for free usage must pay in advance of the meeting. The responsible party (an adult) will be invoiced at the time the room is booked.

4. To serve as many groups as possible, the room may not be reserved for more than two consecutive meetings or two months in advance, whichever is the shorter period, with the exception of groups holding public meetings with broad community appeal.
5. Meeting rooms are not available for private parties or receptions.
6. Political parties or groups may meet for public forums, debates or candidates' nights, but not for the promotion of any one candidate. Rooms are not available for individual or commercial concerns such as soliciting or running a business.
7. Cancellations must be made within 24 hours of the event; otherwise, the group is responsible for the rental fee.
8. Meetings can be held between 9 a.m. and 10 p.m. Monday through Thursday; 9 a.m. and 5:30 p.m. on Saturday; 1 p.m. and 4:30 p.m. on Sunday (September - May). The rooms are not available when the library is closed.
9. All efforts are made to honor reservations, but the library retains the right to cancel scheduled meetings if the need arises. As much notice as possible is given.
10. The library reserves the right for good cause to deny a meeting room reservation or to waive a regulation. Preference is given to local groups whenever possible.
11. The group/responsible party agrees to take responsibility for any damages to the facility or equipment as a result of the group's activities.
12. Light refreshments may be served, but the room must be left in the condition it was in prior to the meeting. Groups must bring their own paper products. No red pop or alcoholic beverages are allowed. The library is a non-smoking facility.
13. If a morning meeting extends into the afternoon, an additional \$50/room charge will take effect. If a group books one room for the afternoon and evening or for the entire day, the charge is \$100.

14. There is a \$50 charge to rent the Gallery outside the meeting rooms. If all rooms are booked, use of the Gallery is included in the \$200 fee. Non-profit groups or other groups using individual rooms should contain their activities to the room itself.
15. For the most part groups are responsible for arranging the furnishings as suited for their meeting. The rooms are to be left as posted in the room. With advance notice, requests may be made to have the room arranged in a specific way.
16. The kitchen may be rented for \$20. The coffee maker and kitchen equipment may be used if the kitchen has been rented.
17. A different fee structure and policy applies to the rental of the library's technology lab. Call (419) 874-3135 extension 103 for more information.
18. The library board is not responsible for accidents, injury or loss of individual property occurring during use of the rooms.
19. Audiovisual equipment should be reserved at the same time a reservation is made. The library staff is not available to operate equipment for groups, nor can the library's staff be expected to assist with questions on equipment operation at the time of the event. All rooms have wall-mounted projection screens and dry erase boards. There is a mobile video projector that can play back DVD, and computer presentations. The sound system has wireless microphone capability and can play back compact discs. There also is a movable podium with built-in microphone system for smaller groups. The following movable equipment can be rented: Laptop/LCD projector (\$30); overhead projector (\$10); TV/DVD (\$15); DVD/LCD projector (\$30).
20. The library board neither approves nor disapproves of the content, subjects or viewpoints of individuals or groups using the meeting rooms.

21. Publicity of events being held at the library is the responsibility of the group sponsoring the event. The event should be publicized to reflect the library as a site, but not a sponsor, of the activity.

22. No decorations, posters or other materials may be installed or displayed inside or outside of the meeting room without prior library approval.

Adopted by the Way Public Library Board of Trustees – November 20, 2014
Effective January 1, 2015

I agree to abide by the rules listed in the Way Public Library Meeting Room Policy:

Print Name	Company Name If Applicable
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Signature	Date
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