

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.

There are three types of rooms:

Room	Capacity	Comments
Meeting Rooms A, B, C, D	25 people each	These rooms can combine into a larger room with greater capacity.
Conference Rooms 1 & 2	Conf 1 – 16 people Conf 2 – 10 people	Whiteboard and presentation equipment included.
Focus Rooms (1-6)	4 people each	Presentation equipment included. 4-hour limit per day.

Rules and Conditions:

1. User agrees to defend, indemnify, and hold Way Public Library, the Board of Trustees, its respective officials, employees, volunteers, agents, and representatives from any and all actions, claims, suits, demands, judgments, damages, losses, costs, and expenses, including but not limited to attorneys' fees and defense costs arising out of or resulting from any accident, injury to person or property, sickness, disease, illness, death, or occurrence, regardless of type or nature, negligent or accidental, actual or threatened, intentional or unintentional, known or unknown, realized or unrealized, related in any manner, to User's and his/her guest's or other attendee's use of the Facility.
2. Rooms at Way Public Library are available for use by the community, primarily for educational, cultural, informational, and civic groups, and can accommodate up to 100 people. Patrons must be **18 or older** to book the **Conference or Meeting Rooms**, and those **under High School age** must be **accompanied by an adult** for the **Focus Rooms**.
3. Non-profit groups with proof of 501(c)(3) status can use the rooms for free, while other groups or businesses can rent the **Conference or Meeting** rooms at designated prices and pay prior to their meeting (Additional charges may apply if a meeting extends more than four hours). Payment information can be found in the Meeting Room Payment Schedule.
4. Groups cannot charge attendees for meetings, but material fees for educational workshops are acceptable.
5. Reservations are on a first-come, first-served basis. The responsible party must be present during the reservation time and check in/check out at the Circulation Desk.
6. **Conference and Meeting Rooms** may not be reserved for more than two consecutive meetings or two months in advance, whichever is shorter, to accommodate as many groups as possible.

7. **Focus Rooms** are for day-of use and thus cannot be booked in advance. Proof of SEO Library Card ID is required to accommodate a wider age range.
8. Rooms are not available for private parties, receptions, or for promoting individual candidates or commercial concerns.
9. Cancellations must be made within 24 hours of the event, otherwise, the group is responsible for the rental fee.
10. Meetings can be held during library hours, but not during closing time.
11. The library retains the right for good cause to waive a regulation, deny a reservation, or cancel scheduled meetings with notice if necessary. Preference is given to local groups whenever possible.
12. The group is responsible for any damages to the facility or equipment. Light refreshments are allowed. Alcoholic beverages are not permitted. The library is a non-smoking facility. Rooms must be left in the same condition as they were found (cleaning supplies are available in each room).
13. Groups are responsible for arranging furnishings and may request additional equipment in advance. Limited audiovisual equipment should be reserved at the same time a reservation is made. If the group will need training to use the equipment, this training should be scheduled prior to their meeting as help may not be available during the time of the reservation.
14. The library board is not responsible for accidents, injury, or loss of property.
15. The library board neither approves nor disapproves of the content, subjects or viewpoints of individuals or groups using the rooms.
16. Publicity of events is the responsibility of the sponsoring group, and decorations or materials require prior library approval. The event should be publicized to reflect the library as a site, **but not as a sponsor of the activity.**

Adopted by the Way Public Library Board of Trustees – June 23, 2016

Amended by the Way Public Library Board of Trustees – May 26, 2026

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

Print Name

Company/Organization Name (If Applicable)

Signature

Date