



# WASHINGTON TWP PUBLIC LIBRARY

## **MEETING ROOM POLICY**

The Washington Township Free Public Library welcomes the use of its meeting rooms for local community non-profit organizations who agree to observe the Library rules and whose activities do not discriminate based on race, color, national origin, sex, religion, sexual orientation, age or disability. Rooms are available to groups regardless of the beliefs or affiliations of their members.

Meeting rooms may not be used for profit-making ventures or by representatives of profit-making companies and/organizations to market such ventures or otherwise advertise or sell their goods and services.

Priority will be given to Library-sponsored events and activities, other municipal functions and then to use by local community non-profit organizations.

## **Room Reservations**

If you would like to reserve a meeting room, please visit the Library's webpage [www.wtpl.org](http://www.wtpl.org) to book a space online.

All applicants must submit a current certificate of insurance before their application is approved.

The number of meetings of an individual group may be limited based on availability.

Recurring reservations may be accepted for up to 3 months, if space is available.

Meeting rooms may only be reserved for when the Library is open. All meetings must end before the Library closes.

If a group needs to cancel a meeting, it should notify the Library as soon as possible.

## **Physical Space Rules**

The number of participants or attendees at any meeting shall not exceed 53 persons in the Large Meeting Room or 15 persons in the Small Meeting Room. Only groups that expect more than 15 attendees should reserve the Large Meeting Room. The library reserves the right to move groups to a smaller room, if they consistently have less than 15 people.

Audio-visual equipment is available for use by groups. The request for use of AV equipment must be made in advance and the equipment will be handled by Library staff only. Groups may also use their own equipment and must make that clear when applying for use of the room. The Library is not responsible for incompatible technology.

Programs must not disrupt the use of the Library by others. Persons attending meetings are subject to all Library rules and regulations, and may be asked to leave if they do not abide by them.

The applicant is responsible for maintaining proper order on the part of all participants and adhering to all applicable state, federal and municipal regulations.

Meetings must have at least one adult who is responsible (an adult is a person 18 years of age or older).

No food or beverages may be served or eaten in the meeting rooms, unless prior approval is received.

At the conclusion of the event, the meeting room(s) must be restored to order, which includes the cleaning of tables and chairs, vacuuming if necessary and disposal of garbage in the proper receptacles.

### **Additional Rules for the Use of Meeting Rooms**

Private events such as parties, showers, memorial services and other receptions cannot be held in the Library.

Meeting rooms may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, a meeting room may be used for a forum or study group on a political issue.

Meeting rooms may not be used to provide a direct healthcare service, including an examination, a hands-on demonstration, or a treatment. However, a meeting room may be used for a forum on or the sharing of information about healthcare services.

Neither the name, nor the address of the Library may be used as the official address of the group. Advertisements may not imply that the Washington Township Public Library is sponsoring the activity. No advertisements for an event may be posted in the Library without the prior approval of the Director. Permission to use the meeting room(s) does not in any way constitute endorsement of any particular organization's policies or beliefs.

The groups agree to indemnify and hold harmless the Washington Township Public Library, its Board and employees from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by use of the Library facilities.

Damage to Library property beyond ordinary wear and tear will be charged to the sponsoring group.

### **Denial of Meeting Room Privileges**

Groups that fail to follow the above regulations may lose the privilege of scheduling space in the future.

The Library reserves the right to revoke permission to use the meeting rooms, or to change a group's meeting room based on the number of attendees.

The Board of Trustees reserves the right to amend these regulations at any time and to limit the number and frequency of public meetings.