

WINCHESTER COMMUNITY LIBRARY MEETING ROOM POLICY

MEETING ROOM:

The following Meeting Room policy is applicable only to the Carnegie Meeting Room.

PURPOSE:

The purpose of the Meeting Room is to provide space for programs either sponsored by the library or initiated by the public for cultural, educational, informational, recreational or civic purposes as hereinafter more specifically set forth.

TYPES OF USE:

Library-sponsored activities shall always take precedence in scheduling Meeting Room use. Non-library groups will be scheduled within the constraints of availability.

No Meeting Room schedule application shall be considered final until the library has reviewed the completed written form of the applicant. The form shall contain complete information concerning the nature and specific content of the program, program agenda and program activities. The library reserves the right to reject incomplete applications and programs which are unsuitable or not in keeping with the policies of the library.

No activity shall be permitted which shall in any manner be potentially or directly destructive to, or of, library property, or potentially or directly disruptive to any function of the library.

By making the Meeting Room available, the Board of Trustees of the Winchester Community Library, the library staff or any library personnel does not advocate nor endorse the viewpoint(s) of a particular group, a meeting, or ideas presented at a meeting held in the Meeting Room.

No applicant shall charge any fee nor solicit voluntary contributions for admission to the function for which the Meeting Room is utilized, unless prior consent and specific authorization is granted by a unanimous vote of the Board of Trustees of the Winchester Community Library.

FACILITIES:

The Meeting Room has a capacity of ninety (90) persons as prescribed by law.

The Meeting Room has a kitchenette with a sink, stove and refrigerator provided. Groups serving food and/or beverages must provide their own dishes, cookware, cups, utensils

and napkins. Each group using the library kitchen equipment is responsible for cleaning it up and restoring it to the condition prior to its use.

RESERVATION PROCEDURE:

The Meeting Room is reserved only when an application has been properly completed and submitted and accepted by the Director or Assistant Director of the library. All appropriate fees shall accompany the application unless otherwise approved by the Director or Assistant Director.

Acceptance or rejection of an application shall be made by the library Director or Assistant Director and shall be reviewable and shall be reversible only by a majority vote of the Board of Trustees of the Winchester Community Library. The library reserves the right to deny any application not consistent with the Meeting Room Policy or for any reason deemed by the Board of Trustees to not be in the best interests of the Winchester Community Library, or inconsistent with the Mission Statement of the Winchester Community Library. In event that application is denied, any fees or deposits collected shall be returned.

Applications for the use of the Meeting Room outside of the public business hours of the library shall be made at least two (2) weeks in advance of the requested date of use. Approval for such application is also contingent upon the availability of a member of the library staff to be on the library premises during the requested application time. The Winchester Community Library does not guarantee the availability of a staff member outside of its public business hours. Any applicant seeking use of the Meeting Room outside of public business hours shall be notified as soon as practical as to whether or not a library staff member is available for such requested meeting time.

The library reserves the right to revoke without prior notice an approved application in the event of exigent circumstances or for other good cause.

FEES AND DEPOSITS:

The Meeting Room is free of charge for library-sponsored programs.

There is a \$25.00 charge for a nonprofit organization and a \$50.00 fee for all others.

There is an additional \$50.00 deposit fee for person, group or entity that makes available food and/or beverages at a meeting. This fee is refundable after inspection, subject to deduction for any cleaning or repair necessitated by such use. This fee is not to be construed as a limitation for damages, liquidated damages or otherwise in the event damage exceeds said deposit. Applicant shall remain responsible for any and all damage exceeding the deposit. Applicant shall include, but not be limited to, the person signing the application but shall include any persons, group, entity or organization represented by such person.

All applicable fees shall accompany the application. In the event the application is denied, all fees shall be returned.

HOURS OF AVAILABILITY:

The library public business hours are 9:00 o'clock A.M. – 8:00 o'clock P.M. Monday through Thursday and 9:00 o'clock A.M. – 5:00 o'clock P.M. on Friday and Saturday.

Meetings starting prior to, or after, those hours shall necessitate payment of an additional fee for the expense required for a staff member to be in the library facility. The additional expense shall be at a rate of \$20 per hour.

All meetings scheduled during public business hours of the library shall conclude and dismiss fifteen (15) minutes prior to the public business closing hour.

CONDITIONS OF USE:

The applicant is responsible for arranging and setting up the Meeting Room necessary for applicant's purpose(s) without damage to library property and applicant shall restore the room appropriately at the conclusion of the use.

Library personnel shall have access to enter the Meeting Room at any time deemed necessary or appropriate by the circumstances.

The Board of Trustees of the Winchester Community Library, library staff and library personnel are not responsible for items left in the Meeting Room.

No supplemental heaters, open flames, lighted candles or any other type of item of decoration or decorum which has a flame, heating element, burner, or, any other fire hazard shall be utilized by the applicant in the Meeting Room or on, or about, the library premises. Exceptions may be made for heating units used for catering purposes.

Any use of the room by any group or organization of which members are under the age of majority must be supervised by an adequate number of adults at all times. Library staff and library personnel shall not supervise under age individuals present in or using the Meeting Room, except for appropriate library sponsored activities.

The library shall not be held liable for injury to person or loss or damage to property of applicant or those attending the function. Any individual or group utilizing the Meeting Room assumes full responsibility for any injury or damage resulting from use of the Meeting Room and shall except for injury or damage caused by library staff, hold the Board of Trustees of the Winchester Community Library and library staff and library

personnel harmless therefrom and indemnify from any and all liability for any injury to person or damage to property.

Any publicity, advertisement or other announcement of any description whatsoever regarding an applicant's use of a library Meeting Room must clearly indicate that the library is only the meeting place and shall in no way imply library sponsorship or endorsement; or at the discretion of the library director, the director may require any advertisement or other publicity to affirmatively state that the library does not sponsor, advocate nor endorse the applicant or applicant's point(s) of view.

AMENDMENT OF MEETING ROOM POLICY:

The Board of Trustees reserves the right to alter these rules, by majority vote of the members of the Board of Trustees, when it is deemed to be in the best interests of library property, library staff, library personnel and the community in general.

Adopted July 11, 2001

Revised November 12, 2008 -- Effective January 1, 2009