

Meeting Room Policy

1. A formal written application or online application must be filled out and approved for a reservation to be considered confirmed. The applicant must be 18 years of age or older. An adult must always be present if any attendee is a minor. The library's Safe Child Policy applies to all meetings. The Library Director is the final approving authority for all applications for use of all meeting room reservations.
2. Library events and Official City activities have first priority in scheduling. Due to the volume of library programming throughout the year, the Library reserves the right to reschedule any reservations for library or City events. Groups will be notified of changes.
3. Bookings are made on a first come, first serve basis.
4. Rooms may not be used for personal social events, celebrations, commercial interests, or electioneering. Private parties are NOT allowed in library meeting rooms. This includes but is not limited to showers, receptions, birthday parties, purely social gatherings, and like events.
5. The library is a public building and all meetings must be open to the public. Due to the nature of the library as a public facility, privacy cannot be guaranteed.
6. Meetings or programs may not disrupt the use of the Library by others. Participants must adhere to the Library Rules of Behavior.

7. A meeting room may be reserved up to 90 days in advance of the meeting date. Room requests should be submitted at least 5 business days before the desired date. Same day reservations of meeting rooms are not allowed.
8. The meeting rooms are only available during normal business hours. All meeting rooms must be vacated 30 minutes before closing. Available times:
 - a. Monday, 10AM – 7PM.
 - b. Tuesday, 10AM – 8PM.
 - c. Wednesday - Thursday, 10AM - 7PM.
 - d. Friday, 10AM – 5PM.
 - e. Saturday, 10AM - 2PM.
9. In order to ensure equal access, the maximum length of a reservation is 4 hours.
10. Usage fees must be paid to the library before the room is unlocked for a group. If a group cancels a meeting, the group is responsible for notifying the library of the change, so others can take the reservation. Failure to notify will result in loss of meeting room privileges for individuals and groups.
11. The Federal Copyright Act (Title 17 of the U.S. Code) requires that a public performance license be obtained for public presentation of a movie or other copyrighted work. A group wishing to present a copyrighted work must submit the performance license along with the application. Groups may not show films or other copyrighted materials without a license.
12. The library makes no endorsement, express or implied, of any non-library event or activity held in the meeting room. Publicity of such events must include a disclaimer to this effect. Groups are responsible for their own publicity. The library will not post or promote outside group events.
13. No fees can be charged to attendees and suggested donation boxes are prohibited.

14. No financial transactions may take place in the rooms or the Library. No products may be sold or promoted. The Friends of the Waynesboro Library and the Waynesboro Library Board of Trustees events are the exempt.
15. WPL does not assume any liability for groups or individuals attending any meeting or program in the library. Groups are responsible for ADA compliance.
16. Attendance at a meeting cannot be more than the maximum people certified by the occupancy limit for the room.
17. Signs, posters, displays, decorations, etc. may NOT be affixed to library walls or doors.
18. Groups must have special approval in advance to serve refreshments. Disposal and removal of food waste is the responsibility of the customer. Alcoholic beverages may not be brought onto or consumed on library property.
19. Groups are responsible for their own set-up of chairs, tables etc., and must clean the room to condition in which they found it.
20. Rooms A & B are provided with separate thermostats and are to be controlled by staff only. The temperature for the conference room cannot be changed.
21. Groups will be held responsible for damages to the library facility and library property including furniture, carpeting or borrowed equipment. If you encounter any problems with the room or equipment, please let staff know.

Meeting Room Descriptions and Capacities:

- Room A is 30 ft. x 40 ft. It has a slightly raised stage measuring 26 ft. x 8 ft. It seats 85 people.
- Room B is 30 ft. x 15 ft. and is equipped with a kitchenette. It seats 34 people.
- Rooms A and B combined can seat 119.
- Conference Room has a large table and seats 8 people.

Fees:

- Businesses and for-profit groups will be charged a fee of \$30 per use of Rooms A and B and \$10 per use of the Conference Room. The fee includes use of A/V equipment.
- Non-profits and civic groups are not charged a fee to use the meeting rooms. Proof of Non-profit status (501(c) (3) etc.) is required at time of reservation.
- A \$5 fee is charged per use of the A/V equipment.
 - Room A is equipped with a ceiling mounted projector and screen. A Podium with microphone is available upon request.
 - Room B and the Conference Room have mounted projector screens. A portable projector is available upon request.
- *The Director may impose fees to recover WPL expenses associated with damage to library property, and any other extraordinary expenses related to users' activities. Negligent damage of library property will result in revocation of meeting room privileges.

Approved by the Waynesboro Library Board of Trustees, April, 2021
Times available updated September 2022.



Rules of Behavior

Rules of Behavior

The Waynesboro Public Library provides a safe and inviting space for all users. For the comfort and safety of library visitors, volunteers, and staff, and the protection of Library property, the following conduct is not allowed on Library property:

1. Failure to comply with the reasonable direction of a library staff member or law enforcement officer.
2. Any activity in violation of federal, state or local law, or Library policy.
3. Being under the obvious influence of any controlled substance or intoxicating beverage as well as the sale, use, or possession thereof.
4. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or customers, including but not limited to; verbally or physically harassing or threatening other patrons, volunteers, or staff, staring, touching, using offensive language, boisterous behavior, and bullying.
5. Stealing, damaging, altering, or inappropriate use of Library property.
6. Trespassing in non-public areas or in the Library before or after Library operating hours

7. Being on WPL premises with bare feet or a bare chest; shirts and footwear are required at all times.
8. Using personal electronics without headphones or at a volume that disturbs others.
9. Using someone else's library card to obtain library services, including public computer use. Each customer must use their own library card and these cards are non-transferrable.
10. Improperly using library restrooms, including, but not limited to, bathing, shaving, washing hair, and exceeding more than one person in a restroom stall.
11. Bringing animals inside library buildings (with the exception of ADA approved service animals), except as allowed at a library-approved event, or leaving an animal tethered and unattended on library premises.
12. Smoking or other use of tobacco products, including but not limited to electronic cigarettes and chewing tobacco (dip) in the library or on library property.
13. Any customer with an odor that can be detected by a reasonable person from six (6) feet away and/or disturbs other library users.
14. Consuming food or drink that creates a nuisance or disrupts library use because of odor, garbage or spills. Non-alcoholic beverages in covered containers and food are only allowed in designated areas.

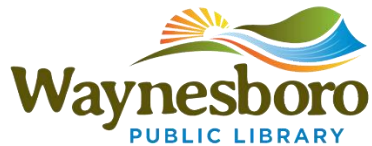
Children's Section

- Adults may not enter the children's section without a child except to collect items for check out.
- Leaving one or more children seven (7) years old or under, who reasonably appear to be unsupervised or unattended, anywhere in or on library premises. [Please see Safe Children Policy]

*All bags and other articles are subject to inspection by authorized Library personnel. The Library reserves the right to limit the size and number of items brought into the Library.

Library staff members have the authority to intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established standards of acceptable behavior may result in one's removal from the building and/or restriction of Library privileges.

Approved by the Waynesboro Library Board of Trustees, April, 2021.



Safe Child Policy

The Waynesboro Public Library welcomes children of all ages to use its collections and services, and are committed to fostering a safe environment for all library users. Library staff are available to assist children in finding materials and navigating library resources, but are not responsible for their care. Parents and other caregivers are responsible for the behavior and wellbeing of children in their care while in the library or on library grounds. As with any public place, the Waynesboro Public Library is open to all and may be unsafe for a child who is left unattended, even for a brief time. Parents or caregivers are responsible for their children's behavior regardless of whether or not they accompany their children.

For safety reasons, children age 7 and under must be under the direct supervision of a parent or caregiver at all times in all areas of the library, except when attending a scheduled library program. If a child 7 or under is found unattended, library staff will attempt to locate the child's parent or caregiver. If they are unable to do so, law enforcement will be notified.

Children ages 8 – 11 must be accompanied by an adult somewhere on the library premises.

Children 12 and older may use the library without a parent or caregiver present provided that their behavior is not disruptive to other patrons and they are mature enough to follow library rules and observe proper conduct. Library staff will contact the parent or caregiver of any child behaving inappropriately.

Patrons of any age with mental, physical, or emotional disabilities which affect decision-making skills or render supervision necessary must be accompanied by a parent or caregiver at all times.

Unattended Child at Closing

The staff of the Waynesboro Public Library is concerned about the safety of children who may remain at the library at closing time. If an unattended child is observed, employees will ask the child if pick-up arrangements have

been made. A child under 18 who does not have firm arrangements for transportation will be encouraged to begin calling for a ride at least 15 minutes before closing time.

Upon closing, the library staff may take action they deem appropriate and necessary to provide for the welfare and safety of an unattended child, including, but not limited to, contacting local law enforcement. If library staff notice a child left at the library at closing time, two staff members will wait outside the building with the child for 15 minutes. Staff will call the local police to pick up the child if the child's ride does not come within that time. Under no circumstances may staff members offer transportation to children left unattended after closing.

Approved by the Library Board of Trustees 04/2021