



## **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 be present at all times if any attendees are minors. The Library Director is the final approving authority for all applications for use of all meeting room reservations. The library's Safe Child Policy applies to all meetings.

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 given notice.

3. Bookings are made on a first come, first serve basis.

4. Rooms may not be used for personal or commercial interests, or electioneering. Private parties are NOT allowed in Library meeting rooms. This includes showers, receptions, birthday parties and purely social gatherings.

5. Meetings or programs may not disrupt the use of the Library by others. Participants must adhere to the Library Rules of Behavior.

6. 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.

7. The meeting rooms are only available during normal business hours. All meeting rooms must be empty 30 minutes before closing. Available times:

- a. Monday, 10AM – 6:30PM.
- b. Tuesday, 10AM – 7:30PM.
- c. Wednesday & Thursday, 10AM – 6:30PM.
- d. Friday 10AM – 4:30PM.
- e. Saturday 10AM – 1:30PM.

8. In order to ensure equal access, the maximum length of a reservation is 4 hours.

9. Fees must be paid 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 booking. Failure to notify will result in loss of meeting room privileges for individuals and groups.

10. 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.

11. 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.

12. No fees can be charged to attendees and suggested donation boxes are prohibited.

13. No financial transactions may take place in the rooms or the Library with the exception of sales by or through The Friends of the Library or sponsored by the Waynesboro Library Board of Trustees.

14. WPL does not assume any liability for groups or individuals attending any meeting or program in the library.

15. Attendance at a meeting cannot be more than the maximum people certified by the occupancy limit for the room.

16. Signs, posters, displays, decorations, etc. may NOT be affixed to library walls or doors.

17. 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.

18. Groups are responsible for their own set-up of chairs, tables etc., and must clean the room to condition in which they found it.

19. 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.

20. 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. The fee includes use of 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 projected screens. A portable projector is available upon request.
- Non-profits and civic groups are not charged a fee to use the meeting rooms.
- \*The Director may impose fees to recover WPL expenses associated with damage to library property, and any other extraordinary expenses related to users' activities.

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

Times available updated September 2022; Fee structure updated February 2023.