

Waynesboro Public Library Meeting Room Policy

Meeting rooms at the Waynesboro Public Library (WPL) are available for public gatherings of civic, cultural, or educational nature. Rooms may not be used for social, commercial, or fundraising activities, or political campaigns.

Our meeting rooms are available on an equitable basis to all groups in the community requesting use of the rooms, regardless of the beliefs or affiliations.

The following policies govern the use of the library's meeting rooms. Users of these facilities are assumed to have read, understood, and agreed to abide by these rules in letter and spirit when they sign the application for use of the meeting rooms. Failure to abide by these rules may result in denial of permission to use the facility.

Guidelines

- 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 attendees are minors.
- The Library Director is the final approving authority for all applications for use of all meeting room reservations.
- Fees must be paid before the room is unlocked for a group.
- Meetings or programs may not disrupt the use of the Library by others. Participants must adhere to the Library Rules of Behavior.
- 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.
- 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.
- If a group does not need the meeting room on the day reserved, please call and cancel so the room can be available to another group if needed.
- At no time will any money (admissions, fees, dues, etc.) be charged or change hands during any activity or meeting held on library property. The only exception to this policy shall be for Library or Friends of the Library sponsored programs.
- WPL does not assume any liability for groups or individuals attending any meeting or program in the library.
- Attendance at a meeting cannot be more than the maximum people certified by the occupancy limit for the room.
- No signs, posters, displays, or decorations may be affixed to the walls.
- Alcoholic beverages may not be brought onto, or consumed on library property.
- Groups must have special approval to serve refreshments.
- Groups are responsible for their own set-up of chairs, etc., and must clean up the room, returning it to the condition in which they found it. Turn off all the lights when you are leaving.
- 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.

- 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.

Availability

- Library or 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.**
- The meeting rooms are available our normal business hours (30 minutes before closing): 9 a.m. – 8:30 p.m. Monday through Friday and 9 a.m. – 4:30 p.m. on Saturday.
- In order to ensure equal access, the maximum length of a reservation is 4 hours. Reservation requests exceeding 4 hours may be permitted at the director’s discretion.
- Bookings are made on a first come, first serve basis.
- A meeting room may be reserved up to 6 months in advance of the meeting date. Applications for recurring meetings are accepted during the following cycles:
 - Starting October 1 for January-June dates of the following year.
 - Starting May 1 for July-December dates of the same calendar year.
- An Individual or group can have a maximum of 2 reservations a month.

Meeting Room Capacities

- Room A is 30 ft. x 40 ft. and seats 85 people. It has a slightly raised stage measuring 26 ft. x 8 ft. x 15 in.
 - Room B is 30 ft. x 15 ft. and seats 34 people. Equipped with a kitchenette.
- *Rooms A and B combined can seat 119. A moveable partition separates the two.
- Conference Room 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.

Use of Audio Visual Equipment

Room A is equipped with a ceiling mounted projector and screen. Podium and microphone available upon request.

Room B and the Conference Room have mounted projected screens. A portable projector is available upon request.

A \$5 fee is charged per use of the A/V equipment.

*The Director may impose fees to recover WPL expenses associated with damage to library property, and any other extraordinary expenses related to users’ activities.