

## MEETING ROOM POLICY

Wellsburg Public Library welcomes the public use of its meeting rooms. The meeting room is an extension of library services and may be used for civic, community, cultural, educational, political, religious, or social activities. The following guidelines for meeting room use have been approved by the Wellsburg Library Board of Trustees.

1. Groups must not exceed legal room capacity of 50.
2. Requests to use the meeting room may be made in person at the library or by calling the library at 641-869-5234 up to six months in advance. An application must be made in writing approximately seven days prior to the event.
3. The primary purpose of the meeting room is to provide appropriate space for library meetings and programs. However, when the room is not being used by the library or its affiliated groups, the meeting room will be available for use by community groups and organizations.
4. A rental fee of \$25.00 per day is required for the use of the library meeting room with local non-profit organizations being exempt. Refund of rental fee will only be given if cancellation is made within 2 weeks of the event.
5. Groups using the meeting room are responsible for their own set-up and take-down. If setting up the day before you will be charged for an additional day. Clean up is the responsibility of the users, not library personnel. The room shall be left in the same condition as it was found.
6. All children must be supervised by an adult.
7. Smoking or consumption of alcoholic beverages or controlled substances are not permitted on the premises.
8. The fact that a group meets in the Library does not constitute an endorsement of the group's policies or beliefs.
9. The Library is not responsible for personal belongings left in the meeting room, nor for any accident, injury, loss or damage to the private property of individuals or organizations using the facility.
10. Users agree to abide by all regulations of the Library relating to the use of the facilities and accept responsibility for all damages caused to the building and /or equipment beyond normal wear. Any breakage or damage shall be paid by the user group/person who signs the agreement.
11. The meeting room key may be picked up at the Library during Library hours, within 24 hours of the scheduled meeting. The user group is responsible for locking the door when the meeting is over and returning the key to the Library (or in the night depository, if the Library is closed).
12. The Library Director or Board is authorized to deny permission to use the meeting room to any group or individual that is disorderly or that violates these regulations.
13. No property of the Wellsburg Public Library is to leave the premises.

Adopted 9/9/2009, Reviewed 12/11/12, Reviewed 11/19/2014 Revised 8/16/2017, Revised 10/10/2018  
Reviewed 7/1/19

WELLSBURG PUBLIC LIBRARY

Application for use of Library Meeting Room

I have read the library policies and agree that our group will follow and be bound by these policies. My signature on this form indicates that we will comply with these rules.

Name of  
Organization: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time of Meeting \_\_\_\_\_

Ending Time of Meeting: \_\_\_\_\_ Size of Group: \_\_\_\_\_

Number of tables needed: \_\_\_\_\_ Number of chairs needed: \_\_\_\_\_

Will you be serving refreshments? \_\_\_\_\_ (you must provide your own utensils and etc.)

I also understand by my signature below that the Library Board of Trustees or the City of Wellsburg or its employees are not responsible for accidents, injury or loss of property while using the meeting room.

Person responsible making application for this group: (must be age 18 or older)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_