

# Meeting Room Policy

*Revised:*  
*1/23/2024*

Providing meeting spaces for individuals and groups is an important component of the library's services. This use supports the mission of Solomon Wright Public Library in providing the community with information resources and serving as a community center.

The primary purpose of the meeting rooms at the Solomon Wright Public Library is to support library programs and functions. When not being used by the library, the rooms are available for use by individuals and organizations. Meeting spaces are available to any community group.

The library does not restrict the use of the meeting rooms based on the subject matter or content of the meeting, or the beliefs or affiliations of the meetings' sponsor. Permission to use the library facilities neither constitutes nor implies an endorsement of the user or the user's beliefs by the library staff or the Board of Trustees. It follows that organizations or

Individuals who use the meeting rooms may not necessarily imply in their advertising or publicity that the program is sponsored, co-sponsored, or endorsed by the Library.

## MEETING ROOM SPACES:

1. The Community Room
2. The Lucy Wight Case Reading

## Room RESERVING A ROOM: USAGE

### REQUEST FORM

Reservations for meeting rooms are taken on a first-come first-served basis. It must also be understood that library programs and meetings of non-profit organizations take precedence and the Library reserves the right to cancel or relocate a meeting up to 30 days in advance of the meeting date. All meetings are scheduled at the discretion of the Library Director. Any group or individual wishing to use one of the meeting rooms should fill out the usage request form, agreeing to abide by library regulations. The form will be reviewed by the Library Director and the Chair (or his/her designee) of the Board of Trustees. A group or individual using any meeting room should assure the safety of library property, personnel, and visitors. Groups using a meeting room are required to set up for their meeting, return library furniture and equipment to its original

location, and leave the room clean and in good condition. Organizations or individuals may not charge admission to meetings held in the Library.

The meeting rooms may be requested for any day of the week, but if the meeting is scheduled to take place during a time when the Library is closed, it is the responsibility of the meeting's planner to obtain a key from library staff, get instructions on light, heat, and on securing the building when the event is over. Instructions and the key must be obtained during normal operating hours. There is a \$75 cost for a lost key. The group using the meeting room is responsible for any losses incurred by the library as a result of leaving the building unsecured. Groups may not leave materials in the building. The Library will not be responsible for any materials or equipment left in the building by users.

The Library is a smoke-free, alcohol-free, and drug-free building. However, during a Trustee Sponsored/Approved social event, alcoholic beverages may be offered under the supervision of a designated responsible individual 21 years(+) of age. A library staff member may be present at any time during the meeting.