

MEETING ROOM POLICY

The City of Wolfforth Library welcomes public use of its meeting facilities. This Meeting Room Policy establishes guidelines and procedures for use of the Library's meeting facilities. The librarian or his/her designated staff member is responsible for implementing this policy and for maintaining reservation lists. Appeals may be directed to the City Manager.

The public meeting room is for library and public use. Use of the public meeting room by any group signifies acceptance of the terms of this policy.

General Guidelines

The meeting room at the City of Wolfforth Library is designed to meet general informational, educational, cultural and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, public hearings, exhibits, displays, story times, puppet shows and films.

Charges for meeting room use are as follows:

Governmental entities	No Charge
Non-profit	\$35.00 per day, or \$17.50 per half day
Private	\$70.00 per day, or \$35.00 per half day
Use of Projector/AV Equipment	\$25.00 per day, or \$12.50 per half day

Fees are due when reservations are made. Reservations are not confirmed and guaranteed until fees are received.

Half days are defined as follows:
Mornings, until 12:00 p.m. (noon)
Afternoons, 1:00-5:00 p.m.
Evenings, beginning at 6:00 p.m.

Full days are defined as follows:
Includes any combination of
two or more half days

Use of the Library's meeting room does not constitute library or city endorsement of viewpoints expressed by participants in the program. Advertisement or announcements implying such endorsements are not permitted.

Solicitation, admission, or other charges, money-raising activities, and/or sales other than library related are allowed only with prior approval by the Librarian or designated staff member. Instructional fees and honoraria are permitted.

Library or governmental entity needs may pre-empt any other scheduled event.

Smoking, tobacco use, and alcoholic beverages are not allowed.

Items may not be attached to the walls or ceilings.

Reservations

Requests for use of the meeting room may be made in person, by telephone, or in writing. Reservations will be honored on a first-come, first-served basis, with receipt of deposit, if applicable.

When making a reservation please provide the following:

- Name of organization
- Name, address, and telephone number of the responsible person
- Total number of persons expected to attend
- Description or purpose of meeting
- Payment of deposit amount, if applicable

Reservations are accepted within each current calendar year (January 1 - December 31). Groups may request multiple reservations during December for the following year.

To provide an opportunity for new groups to use the meeting room, any single group may use the meeting room no more than twice each month.

Notice of cancellation should be made as soon as possible. Groups that fail to appear within 30 minutes of their scheduled reservation forfeits the reservation and total fee.

Groups may not assign their reservations to other groups.

The meeting room may not be reserved for social gatherings such as showers, birthday parties, dances, family reunions, etc., or for religious services.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities. Fees for any extra cleaning or repairs will be assessed to the responsible group.

Permission to use the meeting room may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, flooring, equipment or furniture, or causes a disturbance.

Community Room dimensions – 30x30 with a counter that comes out about 2 ft.
5 outlets along the wall and 5 outlets above the counter.

Meeting Room Key Checkout Policy

If using the community room during non-business hours, a key is available for

checkout to access the front entry doors and meeting room.

Key may be checked out up to 3 days before scheduled event. Room rental fee must be paid before the key can be checked out.

All new users must leave a \$100 deposit in order to check out a meeting room key. Deposit may be covered with a check and will be returned upon timely return of meeting room key.

Key must be returned within 3 days after scheduled use of the meeting room. If key is not returned within 3 days of use, deposit will be forfeited to cover the cost of replacement key and/or cost to re-key library doors. Any additional cost to re-key doors will be at the expense of the person/ group renting the meeting room.

Care and Use of Facilities

Please leave the meeting room as it is found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.

Furniture and/or equipment from the main area of the library may not be brought into the meeting room.

Personal furniture or equipment may be provided by a group with prior approval from the Librarian or designated staff member. Arrangements for the use of any personal furniture or equipment should be made at scheduling time. Notify the Library staff when the equipment is delivered or removed from the building.

Any function which creates disruption to normal library operations is prohibited.

Equipment, supplies or personal effects cannot be stored or left in the meeting room before or after use.

Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

Public entrances are to be used for entrance and exit from the building and for all deliveries.

Any announcements or notices to publicize an activity should not be posted or distributed without prior review and approval of the Library Director.

Attendance at meetings will be limited to the seating capacity of the meeting room. (Maximum capacity with chairs only is 100 people; with tables and chairs, 60 people). Seating and/or supplementary furniture are not allowed in corridors outside the meeting room.

A small kitchen facility is available, suitable for simple refreshments. The kitchen area contains a double sink, refrigerator, and coffee pot. Cleaning supplies are provided. All other supplies such as cups, plates, napkins, etc. must be provided by the group or organization.

Groups must remove all trash resulting from the meeting.

Questions not covered in this policy should be referred to Library Director, Kim Brown, at 806-855-4150. If you need after-hours assistance with the community room you may contact the director at 806-778-6985.