

**WATAUGA PUBLIC LIBRARY
MEETING ROOM POLICY/APPLICATION**

The Meeting Room was created to provide a facility for educational and cultural activities that are part of the Library's program. It is also to be used by the City for conferences, meetings, activities, and programs related to its service.

RESERVATIONS

When the Meeting Room is not scheduled for Library or City related activities, it may be made available to Watauga community groups or organizations that are under non-profit and non-sectarian sponsorship, as well as community groups and organizations in surrounding cities. It is not intended for regular meetings of community organizations. It may be reserved a maximum of two (2) times per year.

For non-City related meetings, the Meeting Room shall only be available during Library hours.

The Library Director must approve all meeting room requests. The Library Director may delegate authority to approve use in accordance with this Policy statement. Exceptions to this Policy may only be made by the Library Director or City Manager. Requests for exceptions to established policy must be submitted in writing at least thirty (30) days prior to the requested usage.

Reservations shall be accepted only from persons over eighteen (18) years of age. Reservations must be made in writing on application forms available at the Reference Desk. Reservations should be made at least two weeks in advance. Notice of cancellation should be given to the Library Director as far in advance as possible.

There will be a deposit fee of \$50.00 charged for the use of the Meeting Room. This must be paid one week prior to the scheduled meeting. The deposit will be refunded within five (5) working days after determination that no damage to room or contents has occurred with use of the facility and that the room has been left suitable for use.

REGULATIONS AND RESTRICTIONS

Groups using the Meeting Room shall be responsible for maintaining order and seeing that it is neat and clean at the conclusion of the program. The Library will not provide staffing or material to aid in the set-up or clean-up of the room.

Provision for adequate protection of program materials, exhibits, and other paraphernalia shall be made by the group sponsoring the program.

No physical changes to the room are allowed except for rearrangement of chairs and tables. Items on display or exhibit may not be disturbed. Materials of any kind shall not be attached to the walls. No additional furniture or equipment other than that provided by the Library shall be utilized without prior approval.

Smoking and alcoholic beverages are not permitted.

The Meeting Room may not be used for profit or commercial purposes. Advertising or promotion of products or services and the sale of any item(s) will not be permitted. No admission may be charged, donations solicited, or money collected for any reason at any meeting except in the case of a City-sponsored activity and/or wherein the City or its auxiliary organizations will be the recipient of the proceeds. "Guidelines for Programs Presented by Third Parties" is included as an Addendum to the REGULATIONS AND RESTRICTIONS section of this Policy. A copy of these Guidelines will be distributed to applicable Meeting Room use applicants. In signing the Meeting Room Policy/Application form, the applicant/presenter is agreeing to abide by the requirements outlined in the separate Guidelines Addendum.

No political programs for the election or defeat of a particular candidate or issue are allowed.

Programs are open to the public without exclusion.

The City reserves the right to have a member of its staff in attendance at any meeting held within City facilities.

Organizations, groups, or individuals who fail to comply with policies, who damage equipment, or furnishings, or who cause disturbances shall be ineligible for use of the facility in the future.

Children's and young people's groups must be adequately supervised by adults.

The Library is proud of this room and it is happy to make it available to community groups for program purposes. With proper planning time, the Library can help by providing materials related to the program. Also, it encourages the proper publicity of these special events and can work with the group toward this end.

These policies are subject to change by Library Board approval at any Board meeting.

NAME OF ORGANIZATION _____

PURPOSE OF MEETING _____

DATE NEEDED _____ **TIME** _____

APPROXIMATE NUMBER ATTENDING _____

(The meeting room has a seating capacity of 62. Fire regulations do not permit this maximum to be exceeded)

REPRESENTATIVE OF ORGANIZATION:

NAME _____ **DL#** _____

HOME ADDRESS _____ **CITY** _____ **ZIP** _____

HOME TELEPHONE# _____ **BUSINESS TELEPHONE#** _____

Give the following information of another responsible adult who will be present during the entire reservation time:

NAME _____ **TELEPHONE#** _____

HOME ADDRESS _____ **CITY** _____ **ZIP** _____

EQUIPMENT REQUESTED _____

(If instruction in the use of equipment is needed, demonstration by staff must be done at least 30 minutes before meeting)

I have read and understand the Watauga Public Library Meeting Room policies.

APPLICANT SIGNATURE _____ **DATE** _____

APPROVED BY _____ **DEPOSIT PAID** _____

CANCELLATION DATE _____

Adopted by Library Board: 12/2/93 Revised by Library Board: 3/21/96, 11/21/96, 11/12/98, 3/14/2002