

Walkerton-Lincoln Township Public Library Meeting Room Policy

MEETING ROOM

The public meeting room of The Walkerton-Lincoln Township Public Library is operated by the Library as a part of its community service. The Mission of the WLTPPL is to provide access to resources for the Walkerton Community and to give educational, informational, and recreational support to its patrons. It is expected that the meeting room will be used to accomplish this goal.

GROUPS AND ACTIVITIES

All meetings must be open and free of charge to any person in the community.

No buying, selling or trading of products or services for money will be allowed, with exception to programs sponsored on behalf of the Library. Group members may pay a caterer for a meal that is eaten as part of a meeting.

Adults age 18 and older may book a room. An adult age 18 and older must be present while the meeting room is in use. The contact person for a group which reserves the meeting room will be expected to sign an application that states the terms and conditions of the usage of the room.

AVAILABILITY

The meeting room may be used without charge during regular Library hours.

Library programs take precedence over all other scheduled meeting room events. The Library reserves the right to change or cancel meeting room reservations when necessary.

Reservations may be made up to 6 months in advance. A reservation form must be completed for each day the room is requested. Reservations forms are available on our website as well as at the library.

Cancellations of meetings should be called in to the Library as soon as possible to allow room use by other groups. Any group who cancels or does not show up twice will have its meeting room privileges revoked for six months.

Groups using the meeting room must adjourn 10 minutes before the Library closes.

The Library does not advocate or endorse the viewpoints of organizations using the meeting room.

RESPONSIBILITY

The contact person of the organization using the meeting room accepts full responsibility for any infraction of Library regulations and any damage to Library property incurred during or in connection with the proposed meeting. Responsibility is nontransferable.

Clean up is the responsibility of the group.

The Library does not provide coffeepots, kitchen equipment, utensils, paper products, table skirts, office services, equipment or other supplies.

Groups are responsible for loading and unloading their own program materials.

Smoking and alcoholic beverages are prohibited.

PROCEDURES

All groups must complete a **Meeting Room Reservation Application** and review the above policies.

Application forms are available at the Library and on the Library website.

Submit the application to the Library.

Applications are kept on file. The Library Director will review and approve or deny all applications based on the above policies. When in doubt, the application will be referred to the Library Board of Directors for consultation.

Any applicant denied use of the meeting room may appeal the denial in writing to the Director. The Director will review the application and respond in writing to the applicant.