



## WPL Meeting Room Reservation Form

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*I have read and accept the terms of the library's Meeting Room Policy printed below. I also understand that I am responsible for setting up and putting away any furniture and equipment we use, and leaving the room in its original condition before the library closes.*

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Signature

Date

### Meeting Room Policy

#### Purpose

The Wamego Public Library encourages public use of meeting rooms, creating a place where people may gather to learn and participate in community activities.

#### General Policy

The Wamego Public Library's meeting room is used primarily for library-related programming. When available, it can also be reserved in advance at no charge to individuals and groups cultural, civic, intellectual, and informal educational purposes. The Library reserves meeting rooms on a first-come, first-served basis, as scheduling permits. The right of a group to meet in the public library does not constitute an endorsement of the group's policies or beliefs by Wamego Public Library. WPL activities and services take precedence over scheduling of meeting rooms for other groups.

## **Rules of Use:**

1. All use of library meeting rooms must be approved by the Library Director.
2. Groups utilizing a meeting room will be required to sign and accept the entire WPL Meeting Room Policy before completing the reservation. The individual signing must be an adult, and is responsible for the orderly conduct of the group. In the event of any damage to library property and/or equipment, that individual will be liable.
3. Public use of meeting rooms may not interfere with the library's operation. Library policies regarding patron behavior apply to meeting room use. Children must have adequate adult supervision.
4. Meeting rooms are available for public use when the library is open, but must be vacated 15 minutes prior to the scheduled time of closing. (Mon-Thurs by 6:45 pm; Fri, by 4:45 pm; Sat by 12:45 pm).
5. Up to three consecutive meetings may be scheduled at one time. Reservations may be made up to 6 months in advance. To be fair to all, we reserve the right to limit groups to one meeting per month.
6. Room set-up is each group's responsibility. The room must be left in the condition in which it was found unless other instructions are given.
7. Meetings planned as commercial endeavors or to advertise products or services are prohibited.
8. All meetings are free and open to the public. Non-library groups are not permitted to engage in fund-raising activities, solicit donations or charge fees for admission to programs held on library premises other than to recover food costs associated with the meeting when applicable. Club dues and other shared costs within an organization are not considered fees.
9. Only the Library or the Friends of the Library may sponsor fund-raising activities in library meeting rooms.
10. The Library requires a count of the number of attendees at each meeting. The group leader is responsible to report attendance to library staff.
11. Cancellation notice must be given at least 48 hours in advance. Failure to give notice may jeopardize future bookings.
12. The library reserves the right to withdraw permission for meeting room use when conditions described in this policy warrant such action. Meetings must be conducted so as not to disturb others using the library. Groups which disturb library activities or library users will be denied future use of meeting rooms.
13. Storage of equipment and/or supplies is not permitted in the library.
14. The name, address, or telephone number of the library may not be used as the official address or headquarters of an organization. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply sponsorship of the group's activities by the library.