

## **WINFIELD PUBLIC LIBRARY MEETING ROOM POLICY**

The Board of Trustees of the Winfield Public Library offers the use of its meeting facilities to Winfield community groups and organizations provided:

1. The Winfield community group or organization is composed mainly of citizens who reside in areas that are taxed for Winfield Library service.
2. Meetings are open to the public.

### **RESTRICTIONS**

1. Only nonprofit groups may use the meeting room.
2. No group or organization may use the name or address of the library as its address or headquarters except for the Winfield Library Friends.
3. No one may be in any part of the building other than designated meeting areas when the library is closed.
4. Groups composed of members under age eighteen must have one adult sponsor in attendance for every twenty members present at their meetings.
5. No fees may be charged for admission and nothing may be sold on library property except for activities of the Library or the Winfield Library Friends.
6. Groups may not meet more than once per week.
7. Due to fire regulations no more than eighty-two (82) people may occupy the meeting room at one time.
8. Nothing may be attached to walls or furnishings, including but not limited to any type of tape or adhesive. Decorations must be limited to items that can stand on a floor or table and that conform to fire regulations.
9. No alcoholic beverages are allowed.
10. Smoking is not allowed.
11. Nothing may be left or stored on the library premises without prior consent of the Director.
12. The Winfield Public Library reserves the right to cancel any scheduled reservation in the event that space is needed for library business or

programs. The library will endeavor to give one week notice of any cancellation.

13. Groups need to notify staff at the service desk upon arrival and upon departure.
14. At the discretion of the library staff, rooms may be opened for use as quiet study space, study rooms, or other purposes as required.

## **SCHEDULING**

Scheduling shall be done according to procedures established by the library. Anyone scheduling use of the room must be at least 18 years old. Use of the room is scheduled no more than 90 days from the current day.

## **HOURS**

Meetings must be held during library open hours. Available hours are: Monday - Thursday 9:00 A.M. - 9:00P.M., Friday - Saturday 9:00 A.M. - 5:00 P.M.

## **FEES**

There is no charge for the normal use of a meeting room if it is left in good condition. Groups are expected to set up the meeting room for their own use and clean up before leaving. Groups using the meeting room are responsible for the condition of the room. The cost of repairing damage to furnishings, equipment, surfaces or the building will be charged to the group using the room.

## **FACILITIES AVAILABLE**

1. The library has two meeting rooms available that may be combined into one room. Meeting room "A" may be used by a maximum of thirty-three (33) people and meeting room "B" may be used by a maximum of forty-nine (49) people. The combined room may be used by a maximum of eighty-two (82) people, or sixty-four (64) in a classroom (table) set up.
2. Eight tables are in the room at all times. Additionally, eight (8) folding tables and sixty-four (64) stacking chairs are available.
3. Audiovisual equipment may be used on the library premises only. Instruction in the use of equipment must be arranged at least 24 hours prior to the meeting time. A list of currently available equipment is available at the circulation desk.
4. A microwave oven, sink and a coffee maker are available in Meeting Room A. Light refreshments may be served. Groups must supply their own coffee, cream, sugar and paper goods. Each group using the kitchen is responsible for clean up before leaving. All electrical equipment must be unplugged.

## **SPECIAL CONSIDERATION**

Request for special consideration regarding any regulations may be made to the Winfield Library Board of Trustees.

**PROVISION FOR REVIEW**

The Winfield Library Board of Trustees shall review and/or revise this policy annually.

Signed and adopted by the Winfield Library Board of Trustees the day of October 12, 2022\_.

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Rebecca Johnson  
President of the Winfield  
Library Board of Trustees

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Carol Tenyak-O'Connor  
Secretary