

## **LIBRARY MEETING ROOM POLICY**

As a service to the citizens of the Woodward community, the library offers a meeting room at no charge to non-profit groups that abide by the following policy established by the Woodward Public Library Board of Trustees. Any group or individual using the meeting room must have a purpose that is not illegal and all conduct by said group or individual must abide by the following rules.

1. Smoking is not allowed in the library or on the library grounds.
2. Alcoholic beverages may not be dispensed or consumed in any part of the library or the library property.
3. The meeting room must be reserved in advance.
4. The library and City Council use of the room take precedence over all other groups, organizations, and individuals.
5. All announcements or press releases, etc. relating to meetings or business must clearly state that the meeting is not sponsored by the Woodward Public Library. (This relates to any for-profit meeting, group, or individual.
6. The number in attendance must be reported to the staff member on duty at the end of the meeting.
7. The meeting room is not available during the hours/days the library is closed.
8. Group using the meeting must have meeting completed and the time the library closes.
9. Any group or individual using the meeting room is responsible for leaving it in the same condition as when the group entered the premises. A group or individual using the room is responsible for setting up its own chairs and tables and for putting them away.
10. A \$25.00 cleaning fee will be assessed to those leaving the room in an unacceptable manner.
11. The use of the room for "profit" purposes is highly discouraged.
12. The intent of the room is to promote non-profit educational, cultural, and community development, programming, not personal business or personal functions.
13. The library makes some equipment available to those using the room. A projector or a computer with projector is available when requested.

Approved July 2, 2018

Reviewed October 4, 2021